SHARP

SHARP-06474

MODEL

SF-2025

ELECTROSTATIC COPYING MACHINE

OPERATION MANUAL

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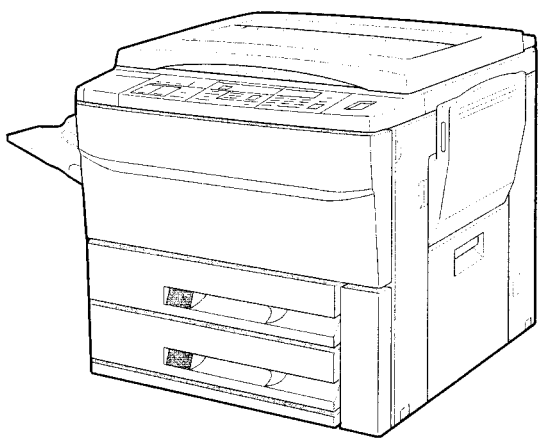

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In some areas, the "POWER" switch positions are marked "I" and "⏻" on the copier instead of "ON" and "OFF".
The symbol "⏻" denotes the copier is not completely de-energized but in a stand-by condition at this "POWER" switch position.
If your copier is so marked, please read "I" for "ON" and "⏻" for "OFF".
CAUTION:
For a complete electrical disconnection, pull out the main plug.

This equipment complies with the requirements of Directives 89/336/EEC and 73/23/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinien 89/336/EWG und 73/23/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans les directives 89/336/CEE et 73/23/CEE modifiées par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijnen 89/336/EEG en 73/23/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC og 73/23/EEC med tillæg nr. 93/68/EEC.

Quest' apparecchio è conforme ai requisiti delle direttive 89/336/EEC e 73/23/EEC, come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/ΕΟΚ και 73/23/ΕΟΚ, όπως οι κανονισμοί αυτοί συμπληρώθηκαν από την οδηγία 93/68/ΕΟΚ.

Este equipamento obedece às exigências das directivas 89/336/CEE e 73/23/CEE, na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de las Directivas 89/336/CEE y 73/23/CEE, modificadas por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktlinjerna 89/336/EEC och 73/23/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivene 89/336/EEC og 73/23/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivien 89/336/EEC ja 73/23/EEC vaatimukset, joita on muutettu direktiivillä 93/68/EEC.

Caution!
The socket-outlet shall be installed near the equipment and shall be easily accessible.

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INTRODUCTION

The SF-2025 has been designed to give high productivity while offering convenient copying features. Its main features are:

- Easy operation,
- Automatic exposure control,
- PHOTO mode copying,
- Convenient functions such as DUAL PAGE COPYING, EDGE ERASE, MARGIN SHIFT, and
- Power savings with preheat and auto power shut-off modes.

The machine can be equipped with an optional automatic document feeder (ADF) or reversing automatic document feeder (RADF) for automatic feeding of original documents and an optional sorter or staple sorter to provide finished copy sets ready for distribution.

To ensure optimum use of copier functions, please familiarise yourself with this manual and the copier. Be sure to keep this manual available for quick reference during copier operation.

AB series (metric) and inch series references

Both specifications are quoted where applicable.

- The inch series specifications are quoted in brackets.
  For example:
  Page 11, step 3 .....B4 or A3 (8-1/2" x 14" or 11" x 17")
  Page 14, step 2-A...86%, 81%, 70%, and 50% (95%, 77%, 64%, and 50%)
- In the illustration of the operation panel, only the AB series indications are shown.

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INSTALLATION REQUIREMENTS

To ensure safety and proper machine performance, please note the following before initial installation and whenever the machine is to be relocated.

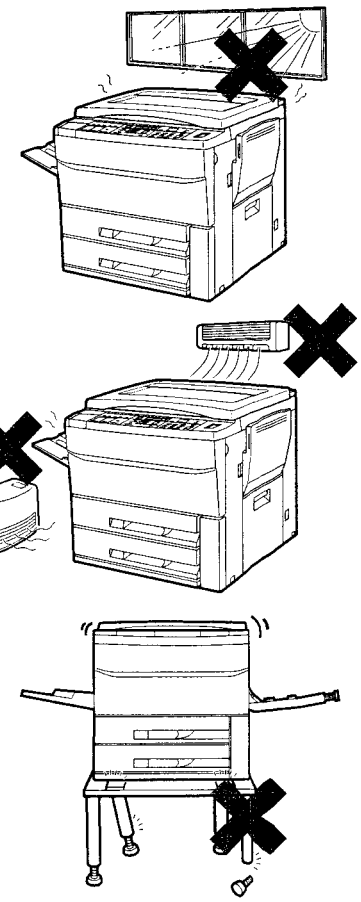
1. The copier should be installed near an accessible power outlet for easy connection.

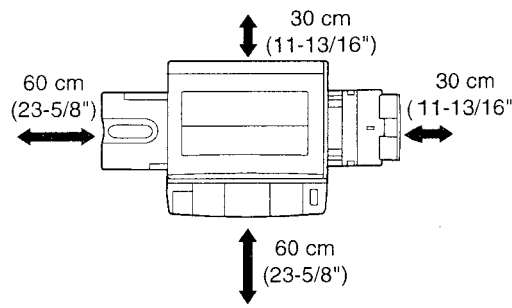
2. Be sure to connect the power cord only to a power outlet that meets the specified voltage and current requirements.
   Also make certain the outlet is properly grounded.
   - For this copier's power supply requirements, see the name plate located on the right hand side at the rear bottom corner of the copier.

3. Do not install the machine where it is:
   - damp or humid,
   - exposed to direct sunlight,
   - extremely dusty,
   - poorly ventilated,
   - subject to extreme temperature or humidity changes (e.g., near an air conditioner or heater).

4. Ensure that the area chosen for the machine location is level.

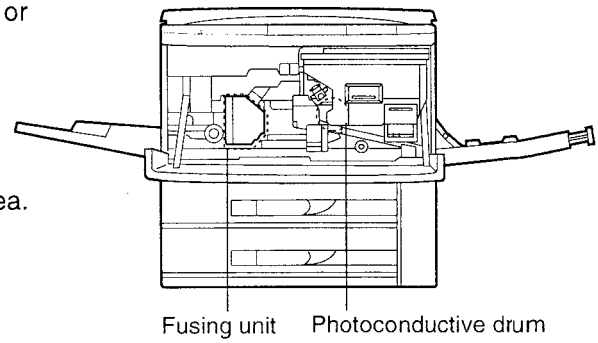
5. Be sure to allow the required space around the machine for servicing and proper ventilation.





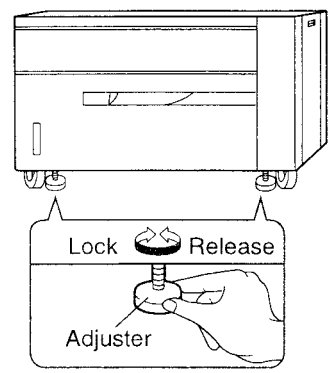
CAUTIONS

1. Do not touch the photoconductive drum. Scratches or smudges on the drum will cause dirty copies.



2. The fusing unit is extremely hot. Exercise care in this area.

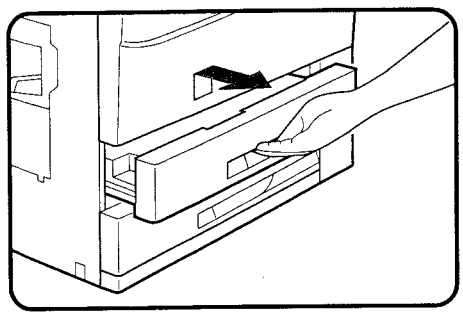
3. Installation adjusters are provided on the optional stand/500-sheet paper drawer or stand/1000-sheet paper drawer.
When moving the machine with the optional stand/500-sheet paper drawer or stand/1000-sheet paper drawer, be sure to raise the installation adjusters. After moving the machine, lower the installation adjusters until they reach the floor to lock the machine in place.



LOADING COPY PAPER

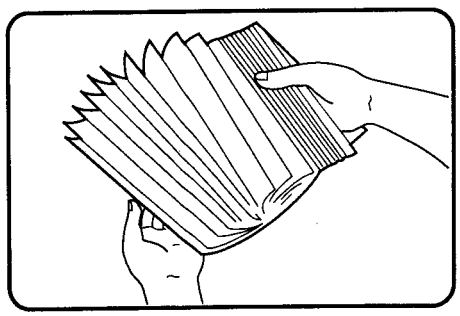
The paper required (⊡) indicator will light up when there is no copy paper in a selected paper feed station or when a selected paper tray is not installed or is improperly installed.
For best results, use only Sharp recommended paper.
The copy paper size for the 500-sheet paper drawer and the optional stand/500-sheet paper drawer or optional stand/1000-sheet paper drawer will be set by Sharp service personnel according to your request when you purchase the copier. If a different paper size setting is required, contact your authorised Sharp Service Centre.
The 500-sheet paper drawer can be adjusted for four different paper sizes: A4, A4R, B4, and A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", and 11" x 17").
The 1000-sheet paper drawer can be adjusted for three different paper sizes: A4, A4R, and B4 (8-1/2" x 11", 8-1/2" x 11"R, and 8-1/2" x 14").
The paper size for the lower paper tray can be changed by the user.

500-sheet paper drawer

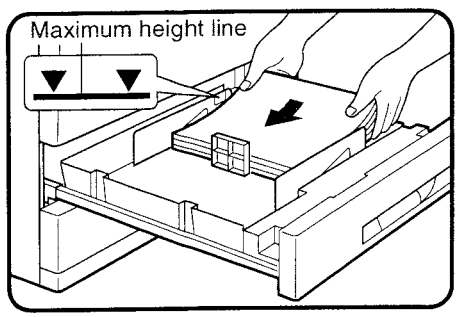


1 **Gently lift and pull out the paper tray.**

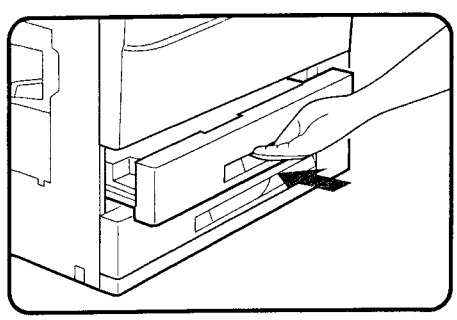
- If there is paper in the tray, push the tray firmly back into the copier.



2 **If the tray is empty, fan the copy paper and insert it into the tray.**



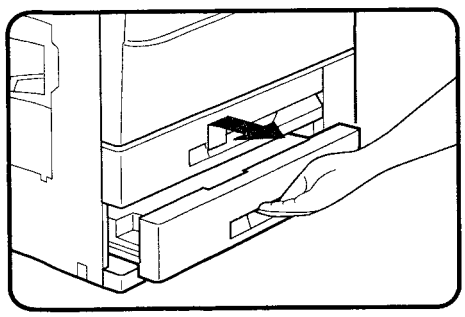
- The tray holds 500 sheets of paper.
  Do not load paper above the maximum height line.



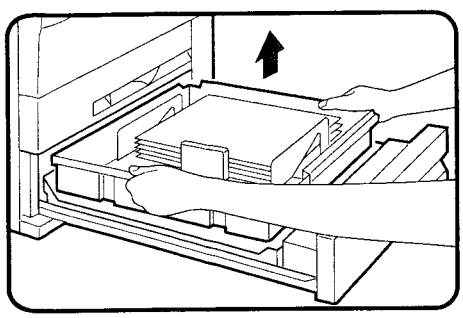
3 **Push the paper tray firmly back into the copier.**

Changing the lower paper tray's inner cassette

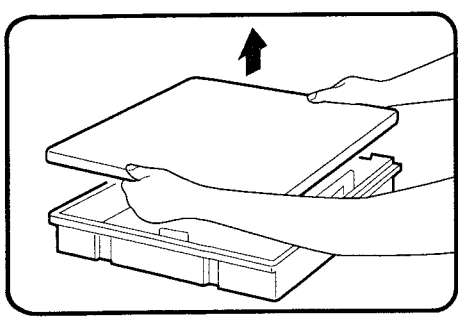
The lower paper tray can accommodate five different paper sizes. To change the paper size, simply change the inner cassette. (The inner cassettes are optional.)



1 **Gently lift and pull out the lower paper tray.**

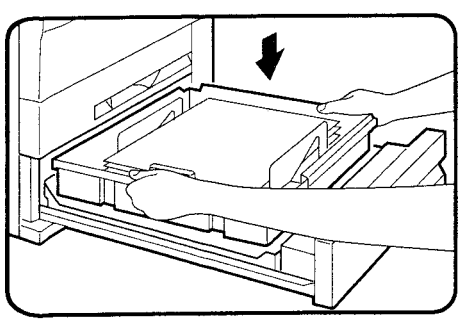


2 **Grasp the inner cassette tabs and remove the cassette.**



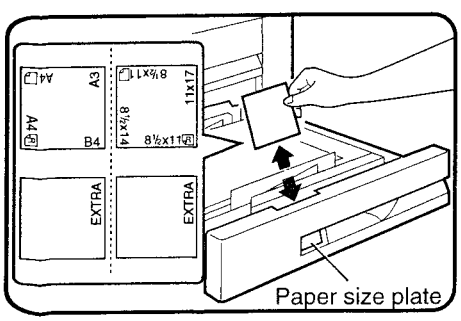
3 **Remove the cover of the inner cassette to be installed. If the cassette is empty, fan the copy paper and place it in the cassette.**

- The cassette holds 500 sheets of paper.
  (For A5 (5-1/2" x 8-1/2") sized paper, the maximum is 250 sheets.)
  Do not load paper above the maximum height line.
- Place the cover on the inner cassette which was removed.



4 **Place the inner cassette into the tray.**

- Position the inner cassette so its four protrusions fit into the holes of the paper tray.
- Inner cassettes are available for five different paper sizes: A5, A4, A4R, B4, and A3 (5-1/2" x 8-1/2", 8-1/2" x 11",8-1/2" x 11"R, 8-1/2" x 14", and 11" x 17").



5 **Place the paper size plate in the front of the paper tray.**

- The paper size indication which shows through the slot on the front of the copier should match the selected paper size.

6 **Push the lower paper tray firmly back into the copier.**

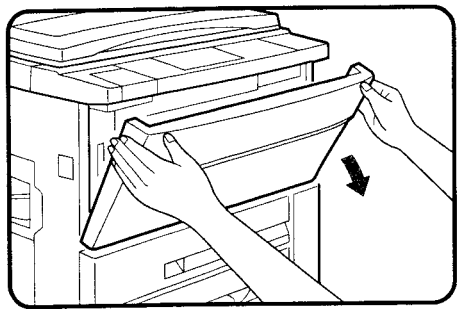
ADDING TONER

The toner required ([⁘]) indicator will light up when toner concentration level in the developer unit is low. Please read on to determine when toner must be added. If copying continues while the [⁘] indicator is lit, copies will gradually become lighter until the copier stops and the indicator begins blinking.
The [⁘] indicator may also begin blinking during long copy runs of multiple dark originals, even though toner is left. If the indicator begins to blink, the copier will stop making copies. Open and close the front cover. After a sufficient amount of toner has been fed, the [⁘] indicator will go out and the START key indicator will light up. Press the START key to resume copying.
After completion of toner replenishment, if the [⁘] indicator and the START key indicator are both on, or if the [⁘] indicator blinks while the START key indicator is off, then toner must be added as described below.

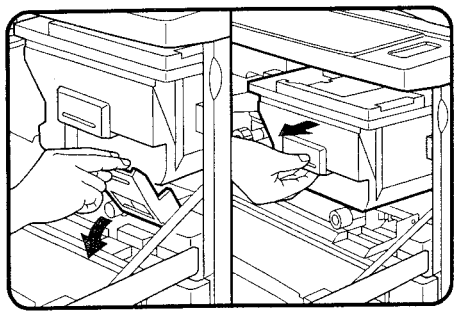
For best copying results, be sure to use only Sharp products.
The package of Sharp toner has the Genuine Supplies label.

SHARP

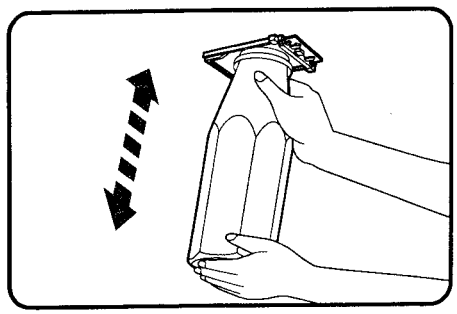
GENUINE SUPPLIES



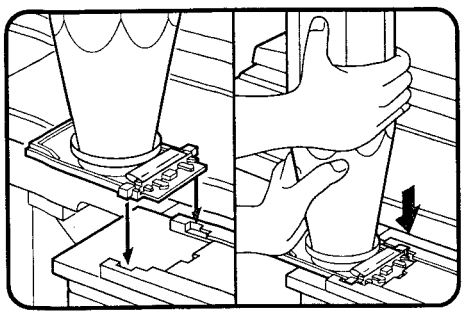
1 **Open the front cover.**



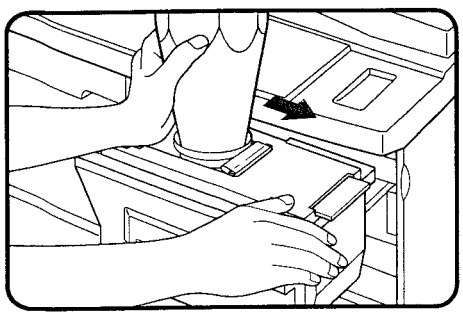
2 **Pull down the toner hopper lock lever and pull the toner hopper out slowly until it stops.**



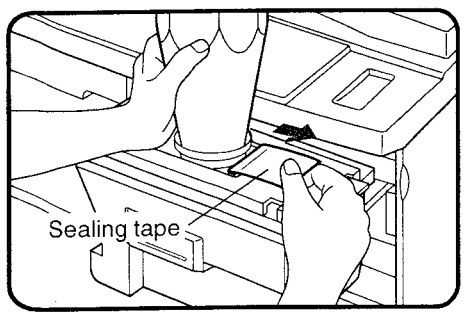
3 **Hold the toner cartridge vertically and vigorously shake it up and down about 20 times to loosen the toner. This will allow the toner to flow more easily into the toner hopper.**



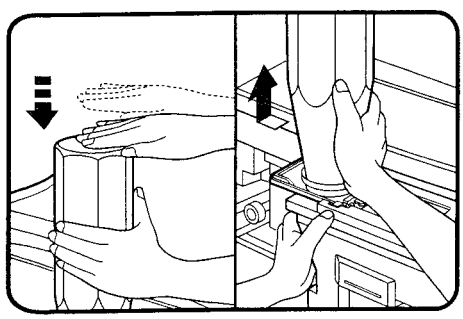
4 **Place the new toner cartridge with the tabs in the notches as shown.**



5 **Slide the toner cartridge along the guides over the toner hopper.**



6 **Hold the toner cartridge with one hand while pulling on the sealing tape to remove it.**

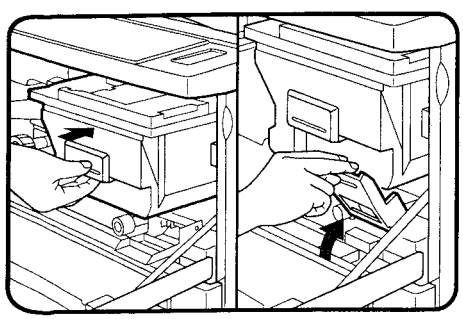


7 **Tap on the top of the toner cartridge 5 times to release all toner into the toner hopper.**

- It will take about 30 seconds for the toner to flow into the toner hopper. Do not remove the toner cartridge until it is empty.

8 **Slide the empty toner cartridge back along the guides and remove it.**

- The cartridge opening will be closed as it is moved back along the guides.



9 **Slide the toner hopper into the copier and return the toner hopper lock lever into place.**

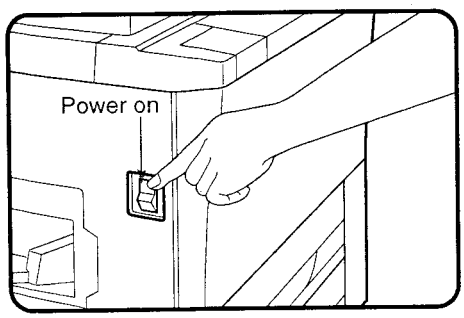
- If the toner hopper is not positioned properly, either the copies will come out blank or [CH] will blink in the copy quantity display indicating that the copier will not operate. In either case, ensure that the toner hopper is properly locked in its operating position.

10 **Close the front cover.**

NOTE:
Add only one cartridge of toner.

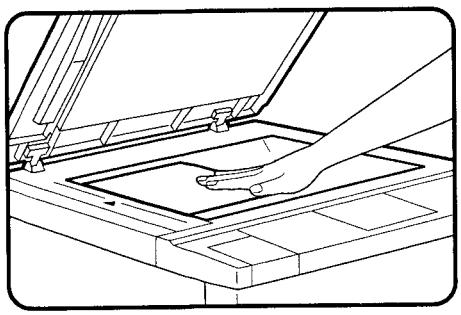
NORMAL COPYING

One-sided copying



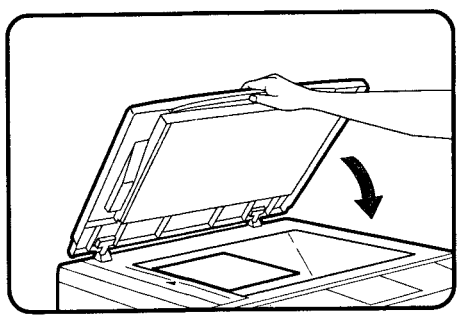
1 **Turn the power switch on.**

- It will take about 60 seconds for the copier to warm up. After warm-up, the START key indicator will light up, indicating that copying is possible.
- If the power is already on and all indicators except the POWER SAVE indicator are off, the copier is in the auto power shut-off mode. Press the START key in this case. See page 35, POWER SAVE MODES.

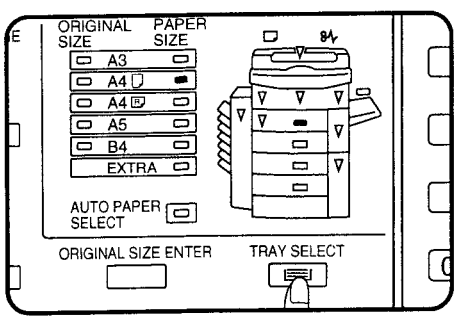


2 **Open the document cover and place an original face down on the document glass, using the centring scale to position it.**

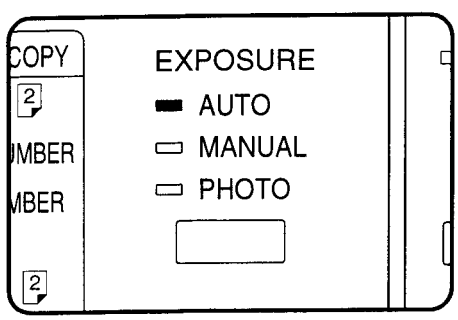
- Image void (max. 4 mm (5/32")) can occur at the leading and trailing edges of the copies.



3 **Close the document cover.**

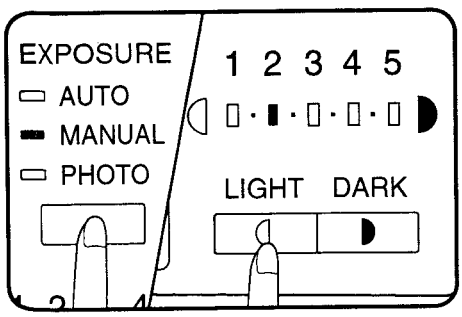


4 **Use the TRAY SELECT key to select the desired paper tray.**

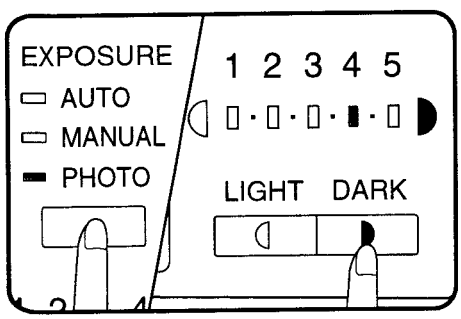


5 **Adjust the copy density.**

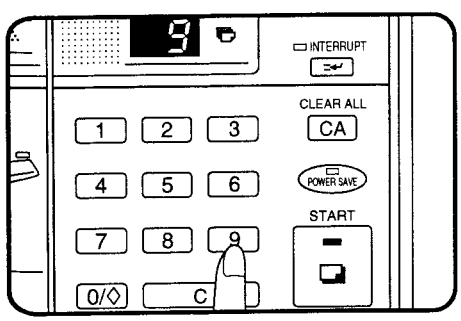
- This copier has three selectable exposure modes – AUTOMATIC, MANUAL and PHOTO.
- Automatic exposure is the standard initial setting for this copier. In this mode, the characteristics of the original are "read" by the exposure system and adjustments are automatically made. This optimizes the contrast of the copied images by reducing the effect of coloured or shaded background areas. See page 19 to adjust the automatic exposure level.



- For manual copy density adjustment, press the EXPOSURE key to select MANUAL and adjust with the LIGHT and DARK keys as desired.

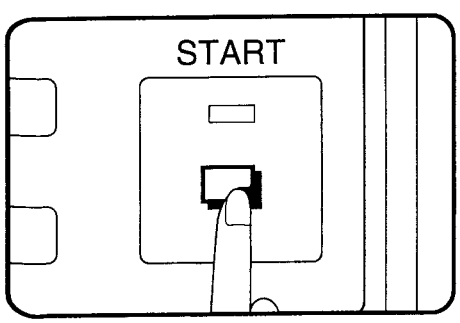


- For photographs, select PHOTO and then adjust with the LIGHT and DARK keys as desired.



6 Use the 10-key pad to enter the desired number of copies.

- The number will be shown in the copy quantity display.
- A single copy can be made with the initial setting, i.e., when "0" is displayed.
- Use the clear (C) key to cancel an entry if a mistake is made.

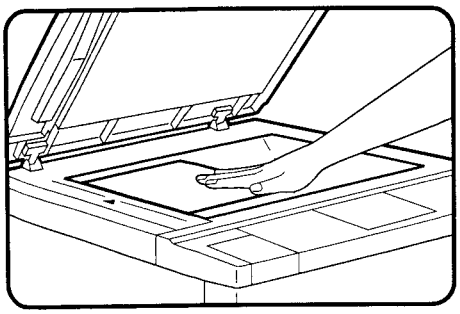


7 Press the START key.

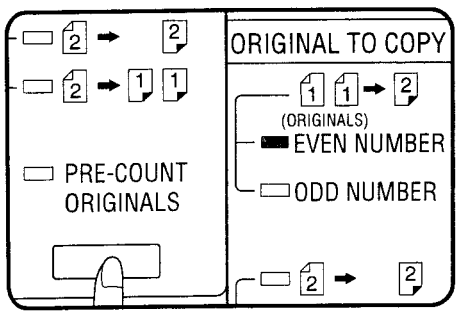
- The number in the copy quantity display will decrease by 1 each time a copy is made.
- To cancel a copy run, press the CLEAR ALL (CA) key. Copying will stop and the number in the copy quantity display will be reset to 0.
- To repeat the same copy sequence for a different original, simply replace the original and press the START key.

Two-sided copying with optional duplex module

Two-sided copies can be made by pressing the ORIGINAL TO COPY key when an optional duplex module is installed.

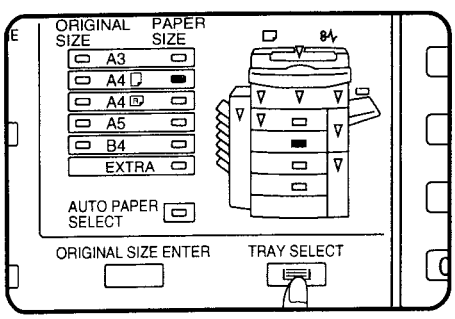


1 **Place the first original face down on the document glass and close the document cover.**



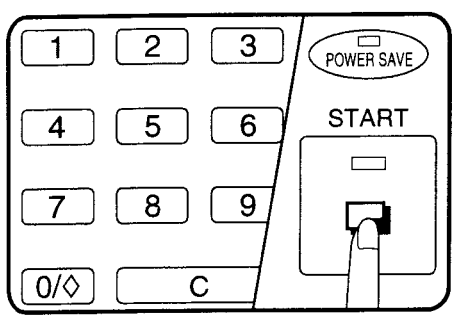
2 **Press the ORIGINAL TO COPY key to select EVEN NUMBER.**

- ODD NUMBER copying is only possible when copying from an optional automatic document feeder (ADF) or reversing automatic document feeder (RADF). (See page 48 for details.)



3 **Select the desired paper size.**

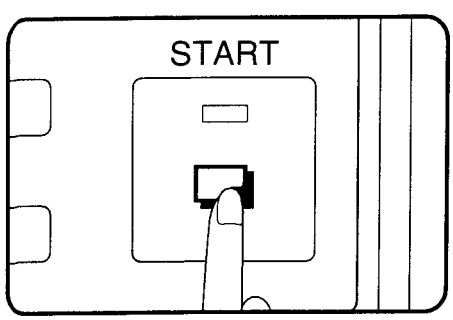
- Paper sizes that can be used in the duplex mode are A5, A4, A4R, B4, and A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", and 11" x 17").



4 **Enter the number of copies.**

- The maximum number of copies in the duplex mode is 50 for A5, A4, and A4R (8-1/2" x 11" and 8-1/2" x 11"R), and 30 for the other paper sizes.

5 **Press the START key.**



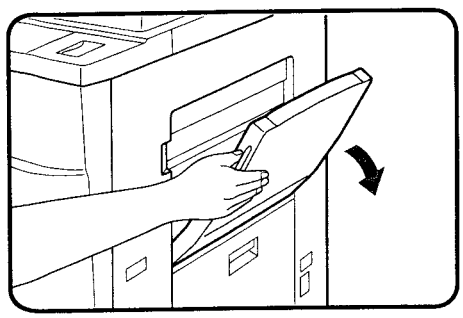
6 **Place the second original and press the START key again to copy onto the other side.**

- To stop a copy run during duplex copying, press the clear (C) key. To resume copying, press the START key. To cancel copying, press the CLEAR ALL (CA) key and manually remove any copies remaining in the duplex module following the procedure for removing misfed paper from the duplex module. (See page 25.)
- To cancel the duplex mode, press the ORIGINAL TO COPY key until the indicators in the ORIGINAL TO COPY section all go out.

USING THE MANUAL FEED TRAY (special paper)

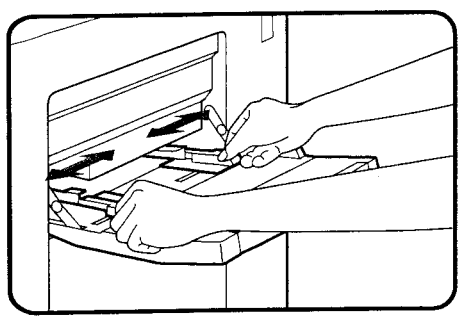
The manual feed tray is used to copy onto transparency film, labels, tracing paper, and other special purpose papers. Up to 50 sheets of standard copy paper can be set in the manual feed tray.

- Automatic duplex copying will not work when a non-standard sized paper is used. If a duplex copying mode is selected and a non-standard sized paper is used from the manual feed tray, the corresponding one-sided mode will be selected automatically when the START key is pressed. (Automatic duplex copying can be performed only when an optional duplex module is installed.)



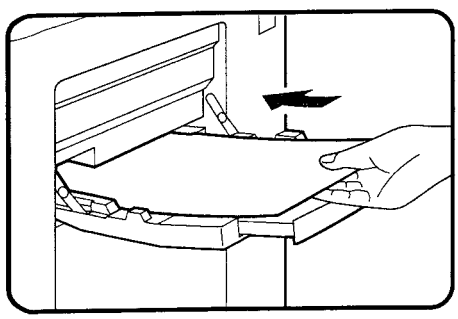
1 **Place the original face down on the document glass and close the document cover.**

2 **Open the manual feed tray.**



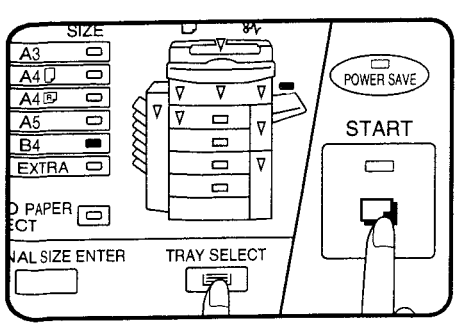
3 **Set the manual feed tray guides to the width of the copy paper.**

- Be sure to extend the tray when feeding B4 or A3 (8-1/2" x 14" or 11" x 17") sized paper.



4 **Insert the copy paper all the way into the manual feed tray.**

- Transparency film, labels, tracing paper, and other special purpose papers must be fed individually.
- Up to 50 sheets of standard copy paper measuring from A5 to A3 (5-1/2" x 8-1/2" to 11" x 17") can be loaded into the manual feed tray.
- For automatic two-sided copying of A5 paper (when an optional duplex module is installed), position the side guides against the copy paper's longest sides.
- A6 size paper must be fed narrow side into the feed slot and must be fed individually.
- When adding paper, first remove remaining paper, combine it with the paper to be added and then reload as a single stack.



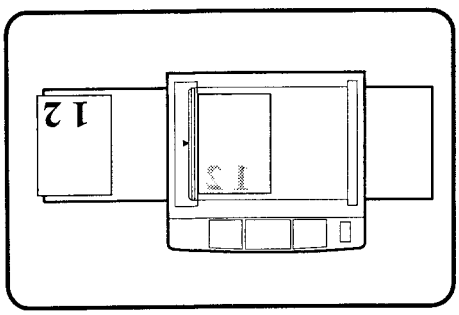
5 **Use the TRAY SELECT key to select the manual feed tray.**

6 **Leave the copy quantity at 0 if using special papers. Enter the number of copies if using standard copy paper.**

7 **Press the START key.**

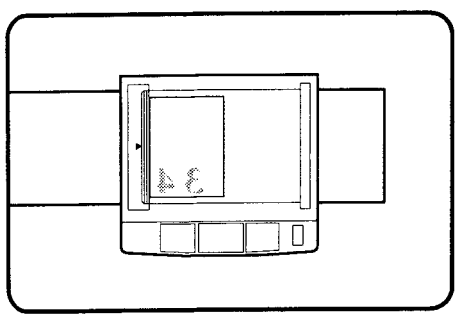
Two-sided copying with manual feed tray

Two-sided copies can be made using the manual feed tray.



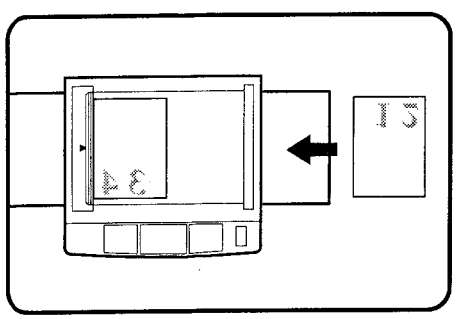
1 **Place the first original face down on the document glass and make a copy.**

- The first side of the copy can be made using any of the paper feed stations.



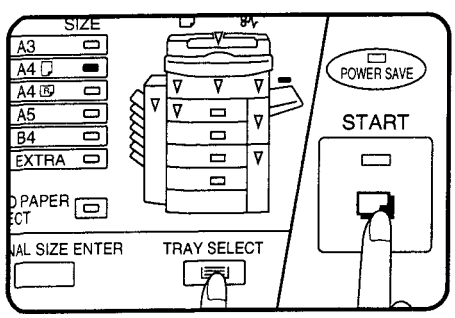
2 **Replace the first original with the second original and close the document cover.**

- Make sure the first and second originals are oriented in the same way on the document glass.



3 **Turn the first copy over without changing its top-bottom orientation and place it into the manual feed tray.**

- Be sure to feed the copies one sheet at a time.



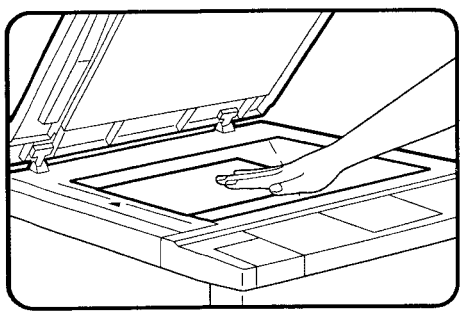
4 **Use the TRAY SELECT key to select the manual feed tray.**

5 **Press the START key.**

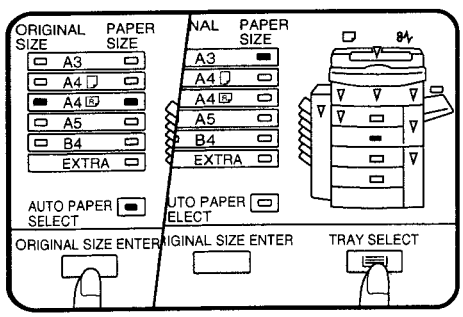
REDUCTION/ENLARGEMENT/ZOOM

Reduction and enlargement ratios can be selected either automatically with the AUTO IMAGE key or manually with the reduction ( ) key, enlargement ( ) key, or ZOOM keys. The zoom function enables precise copy ratio selection from 50% to 200% in 1% increments.

Automatic

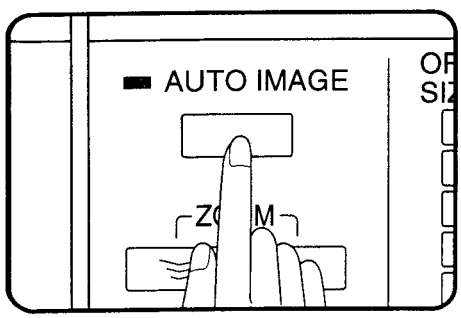


1 **Place the original on the document glass and close the document cover.**



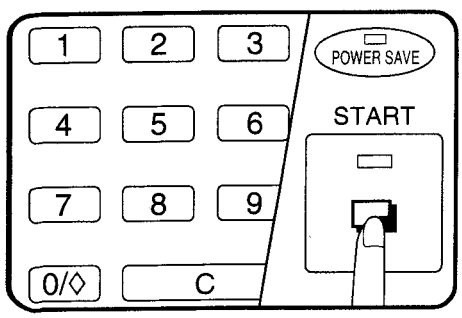
2 **Press the ORIGINAL SIZE ENTER key until the indicator for the size of the original on the document glass lights up.**

3 **Press the TRAY SELECT key to select the paper tray with the desired paper size.**



4 **Press the AUTO IMAGE key.**

- The copy ratio will be automatically set.
- If the size and orientation of the original do not correspond to standard reduction/enlargement ratios for the selected paper tray, then the ORIGINAL SIZE indicator will blink.

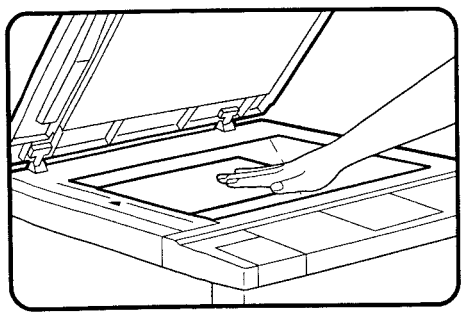


5 **Enter the number of copies.**

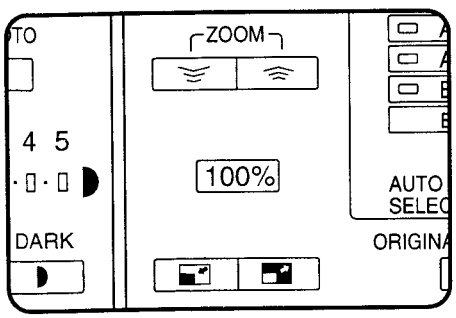
6 **Press the START key.**

NOTE:
To cancel the automatic reduction/enlargement mode, press the AUTO IMAGE key again.

Manual



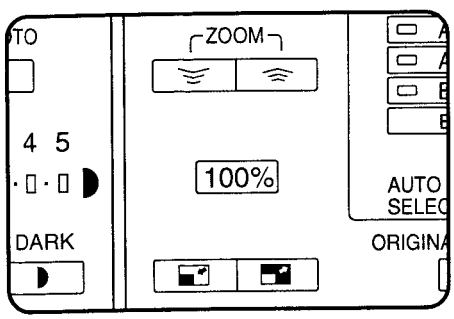
1 **Place the original face down on the document glass and close the document cover.**



2 **Use the reduction ( ), enlargement ( ) and ZOOM keys to set the desired copy ratio.**

A. Preset reduction ratios are: 86%, 81%, 70%, and 50% (95%, 77%, 64%, and 50%).

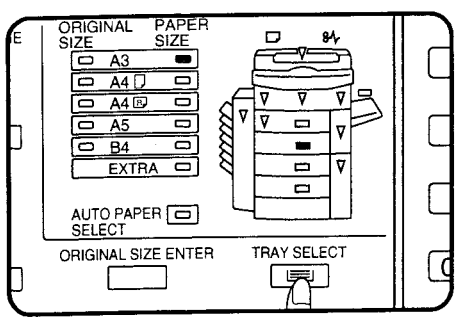
B. Preset enlargement ratios are: 115%, 122%, 141%, and 200% (121%, 129%, 141%, and 200%).



C. Zoom ratios: Any ratio from 50% to 200% can be set in 1% increments.

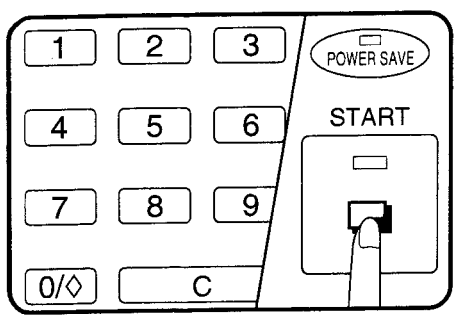
- Press the reduction ( ) key or enlargement ( ) key to set the approximate ratio, then press the key to decrease the ratio or the key to increase the ratio.
- To decrease or increase the zoom ratio rapidly, press and hold the or key. However the value will stop at the preset reduction or enlargement ratios. To move beyond these ratios, release the key and then press and hold it again.

D. Same-size copying: Press the 100% key to reset the copy ratio to 100%.



3 **Use the TRAY SELECT key to select the paper tray with the desired paper size.**

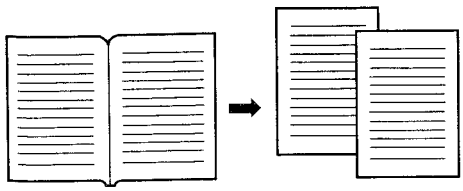
- If an optional document feeder (ADF or RADF) is used and the AUTO PAPER SELECT mode is on, the appropriate copy paper size will have been automatically selected based on the original size and selected copy ratio.
- If a tray of the required size is not installed, use the manual feed tray and press the TRAY SELECT key to select the manual feed tray.



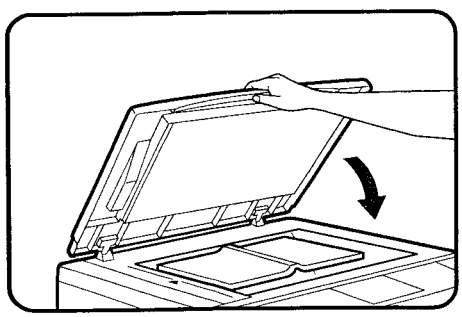
4 **Enter the desired number of copies.**

5 **Press the START key.**

DUAL PAGE COPYING

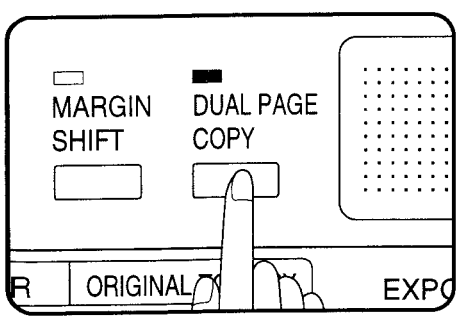


The DUAL PAGE COPY feature produces separate copies of two documents placed side by side on the document glass. It is especially useful when copying books and other bound documents and can be used with the MARGIN SHIFT feature. If an optional duplex module is installed, this feature can also be used with two-sided copying.



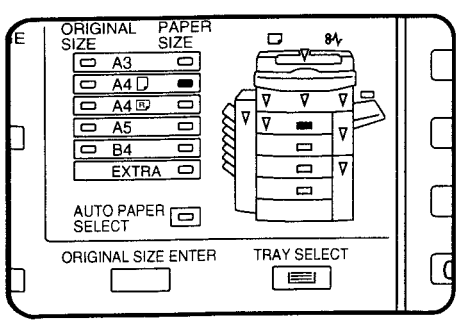
1 Place the originals on the document glass with the centre of the two pages aligned with the paper size index A4 (8½). Close the document cover.

- Set the page to be copied first on the left part of the document glass.

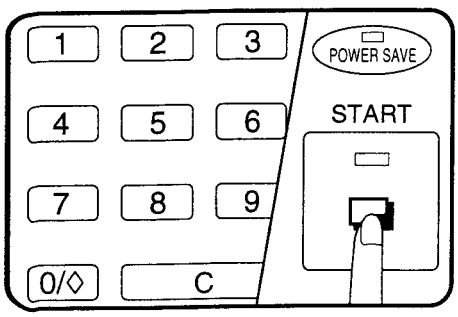


2 Press the DUAL PAGE COPY key.

- A4 (8-1/2" x 11") sized copy paper will be automatically selected.
- To leave a binding margin on the copy, press the MARGIN SHIFT key. See page 17. The MARGIN SHIFT feature applies only to the left page on the document glass.
- To erase shadows caused by document binding, use the EDGE ERASE feature. See next page.
- To perform two-sided copying when an optional duplex module is installed, use the ORIGINAL TO COPY key to select EVEN NUMBER.



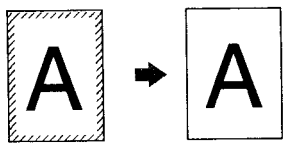
3 Ensure that the desired tray is selected.



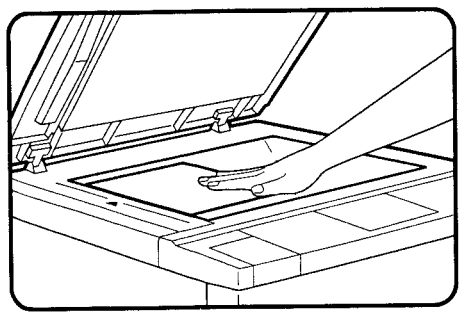
4 Enter the desired number of copies.

5 Press the START key.

EDGE ERASE



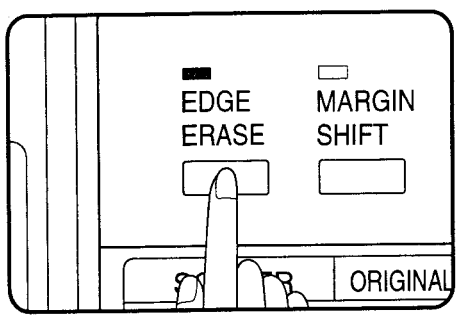
Edge erase can be used to eliminate shadow lines around the edges of copies caused when thick paper or a book is used as an original.



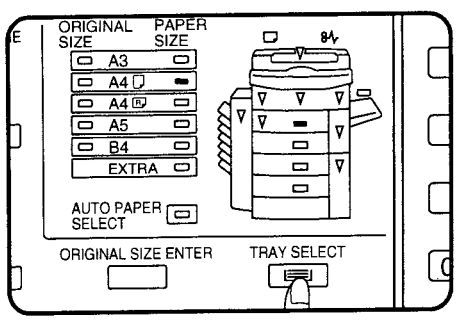
1 **Place the original face down on the document glass and close the document cover.**

- If an optional document feeder (ADF or RADF) is installed, place the originals face up in the document feeder tray.

NOTE:
When an optional ADF or RADF is used, the amount of edge erase will vary depending on the copy ratio. However, when the document glass is used, the amount will be constant.

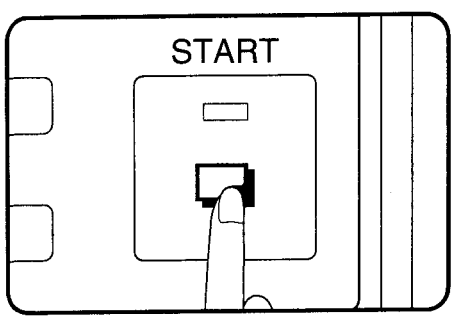


2 **Press the EDGE ERASE key.**



3 **Use the TRAY SELECT key to select the desired paper tray.**

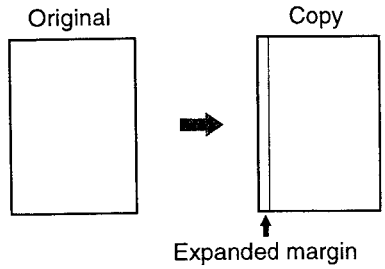
- The edge erase mode will work only when standard size copy paper is used.



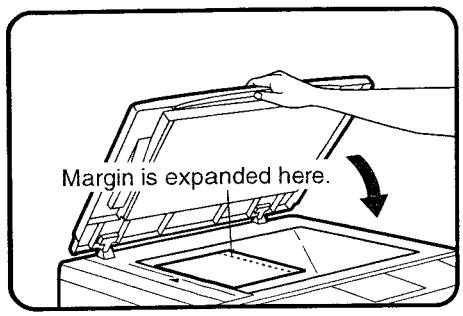
4 **Make all other desired copier selections and press the START key.**

- When using the document glass, the area to be erased is simply a specified portion of the copy paper. By repositioning the original, the portion of it which falls within the area to be erased can be shifted.
  When using an optional document feeder (ADF or RADF), the original is always fed to the same position on the document glass, so the area to be erased is fixed.

MARGIN SHIFT

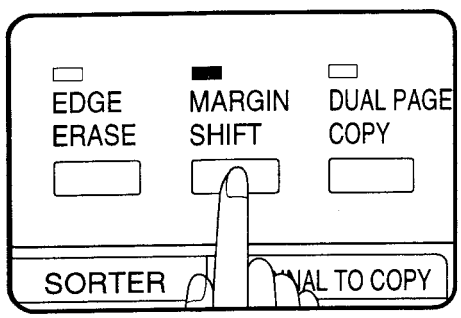


The MARGIN SHIFT feature automatically shifts the text or image to the right on one-sided copies to increase the left margin by approximate 9 mm (1/4"). If two-sided copying is made possible by using an optional duplex module, the image is shifted to the right on the front side of copies and to the left on the second side.

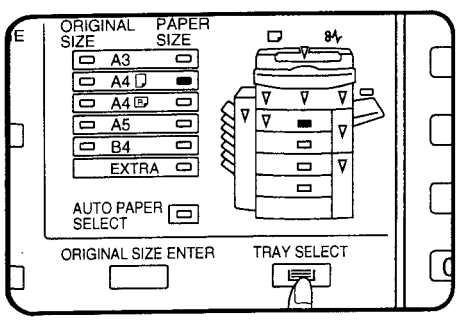


1 **Place the original face down on the document glass and close the document cover.**

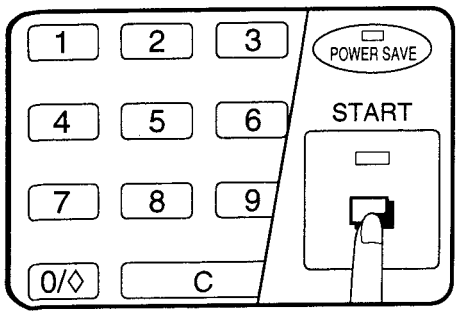
- If an optional document feeder (ADF or RADF) is installed, place the originals face up in the document feeder tray.



2 **Press the MARGIN SHIFT key.**



3 **Use the TRAY SELECT key to select the desired paper tray.**



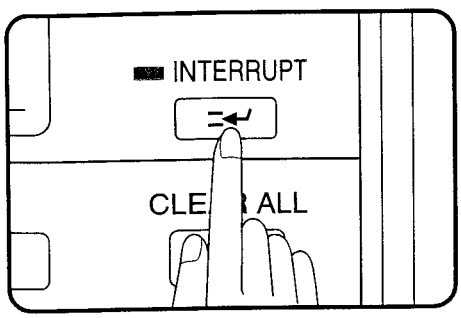
4 **Enter the desired number of copies.**

5 **Press the START key.**

INTERRUPTING A COPY RUN

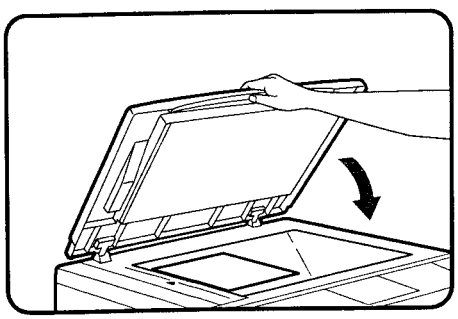
INTERRUPT can be used to temporarily stop a long copy run so that another job can be run.

- Reduction/enlargement/zoom, exposure adjustments, dual page copying, edge erase, and margin shift can be selected during interrupt copying.
- Duplex copying, sort, group, and staple sort cannot be selected during interrupt copying.
- INTERRUPT will not function during duplex copying or when an optional card counter (SF-EA11) or auditor (SF-EA12) is used and the copier has been programmed in the auditing mode.



1 **Press the INTERRUPT key.**

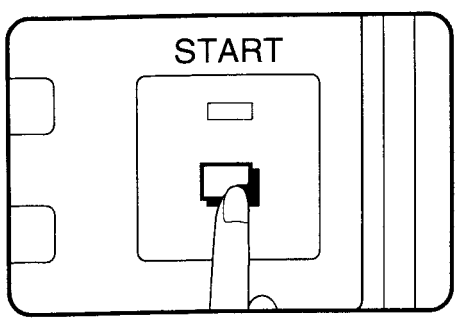
- When an optional document feeder (ADF or RADF) is being used, the copier will stop after completing the copying of the originals which have been fed into the document feeder.



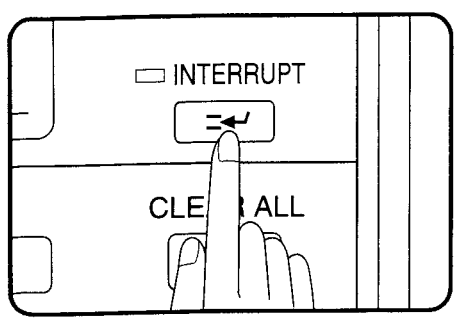
2 **When the copier stops, remove the original(s) and place the original for interrupt copying on the document glass. Close the document cover.**

- If an optional document feeder (ADF or RADF) is installed, place the originals face up in the document feeder tray.

3 **Select the desired available copier functions.**



4 **Press the START key.**



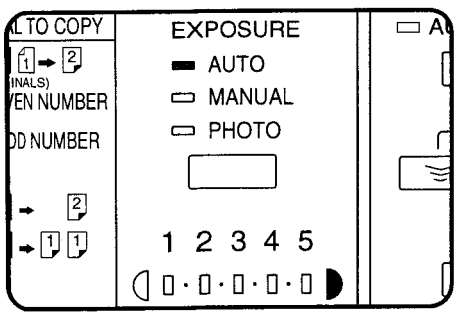
5 **When the interrupt copy run is complete, press the INTERRUPT key again to cancel the mode and remove the original(s) used for interrupt copying.**

- The copier will reset itself to the functions which were in use before the INTERRUPT key was first pressed.

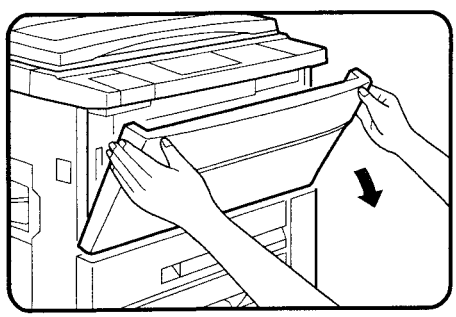
6 **Replace the original(s) for the interrupted job and press the START key to resume copying.**

AUTOMATIC EXPOSURE ADJUSTMENT

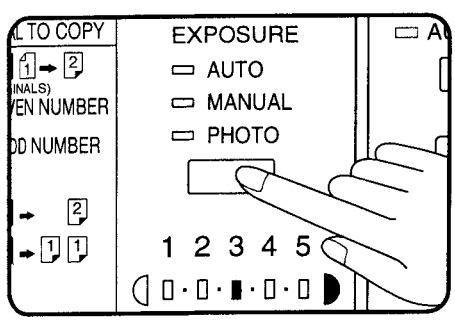
The automatic exposure level can be adjusted to suit your copying needs.



1 **Ensure that the copier is in the AUTO exposure mode.**

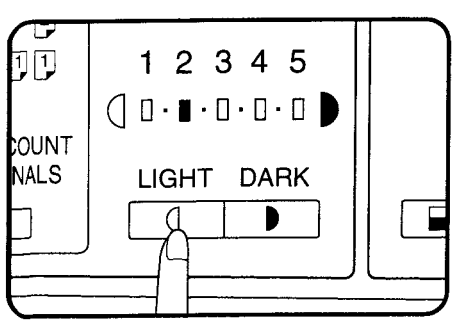


2 **Open the front cover.**



3 **Press and hold the EXPOSURE key for more than 3 seconds.**

- One or two exposure indicators corresponding to the automatic exposure level which has been selected will light up. The factory default setting is level "3".



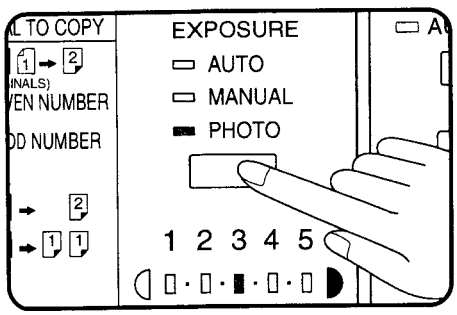
4 **Press the LIGHT or DARK key to lighten or darken the automatic exposure level as desired.**

5 **Close the front cover.**

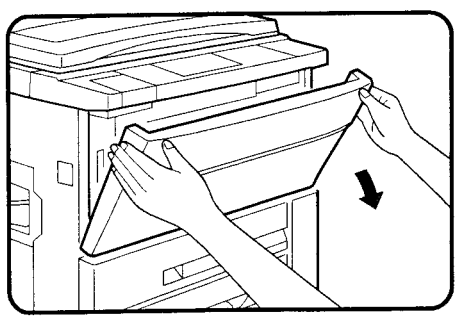
- This automatic exposure level will remain in effect until you change it again by this procedure.

TONER SAVE MODE

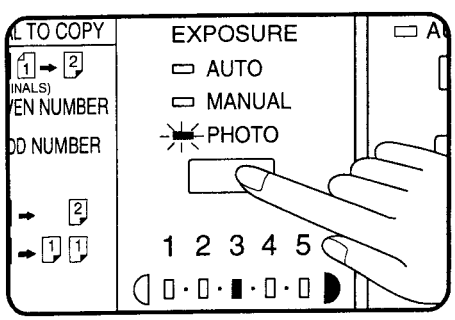
This mode reduces toner consumption, increasing cost effectiveness, with only a slight loss in copy density. Follow the procedure below for setting the toning level.



1 **Press the EXPOSURE key to select the PHOTO mode.**

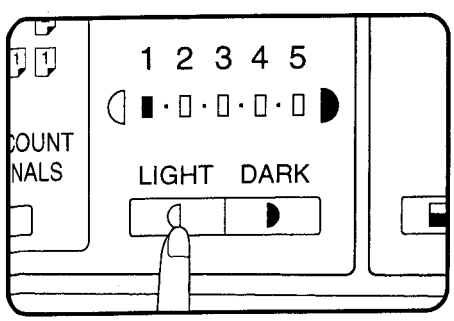


2 **Open the front cover.**



3 **Press and hold the EXPOSURE key for more than 3 seconds.**

- The exposure indicator marked "3" will light up, indicating that the standard toner mode is active.



4 **To enter the toner save mode, press the LIGHT key.**

- The exposure indicator marked "1" will light up, indicating that the toner save mode is selected.

5 **Close the front cover and press the EXPOSURE key to select the desired exposure mode.**

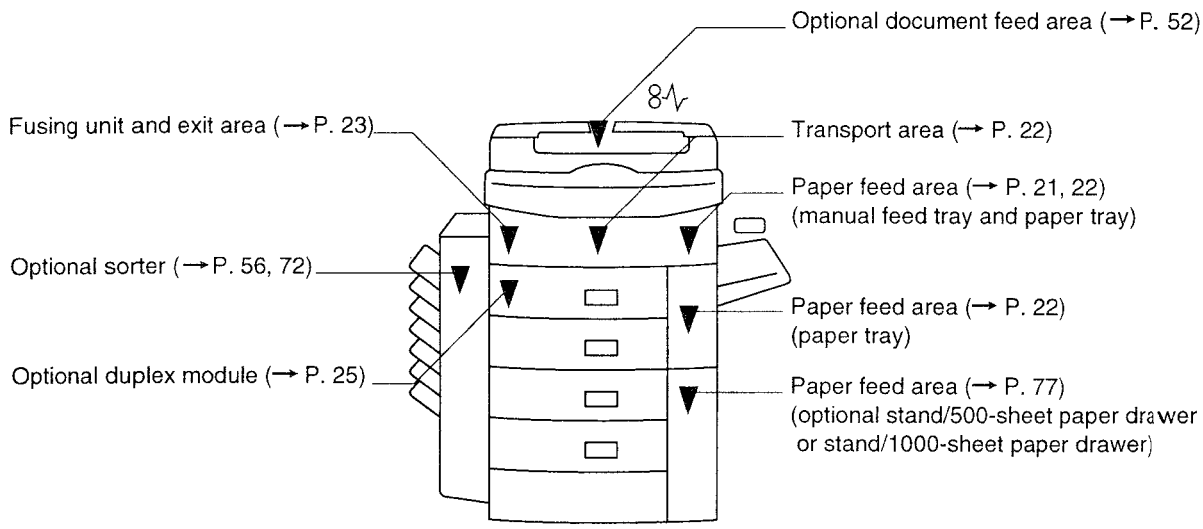
- To return to the standard mode, repeat the procedure but use the DARK key to select exposure level "3" in step 4.

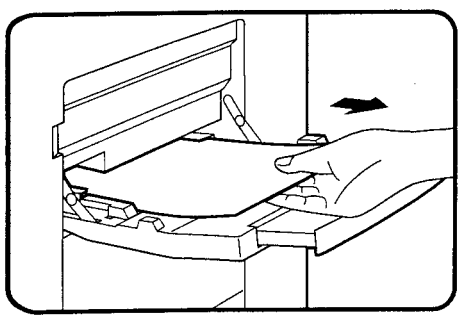
MISFEED REMOVAL

When a misfeed occurs, the copier will stop. The misfeed ([8]) indicator will blink and blinking red misfeed location indicators will indicate the approximate misfeed location.

If paper becomes accidentally torn during removal, be sure to remove all pieces. Be careful not to damage the photoconductive drum or the corona wires.

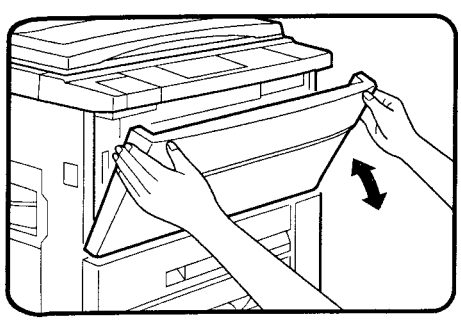
First confirm the misfeed locations.
For misfeeds in optional equipment, see the corresponding sections of this manual.


Optional document feed area (→ P. 52)
Fusing unit and exit area (→ P. 23)
Transport area (→ P. 22)
Paper feed area (→ P. 21, 22)
(manual feed tray and paper tray)
Optional sorter (→ P. 56, 72)
Paper feed area (→ P. 22)
(paper tray)
Optional duplex module (→ P. 25)
Paper feed area (→ P. 77)
(optional stand/500-sheet paper drawer
or stand/1000-sheet paper drawer)

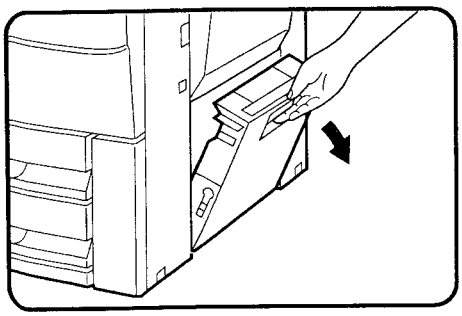


Misfeed in the manual feed tray

1 **Gently pull the misfed paper out.**



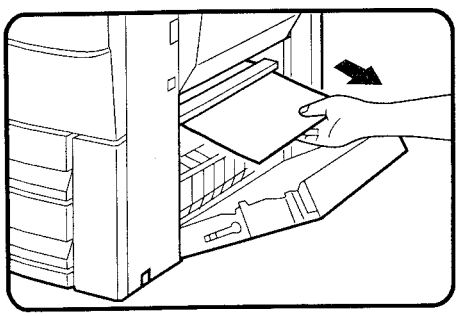
2 **Open and close the front cover to cancel the [8] indicator.**



Misfeed in a paper tray

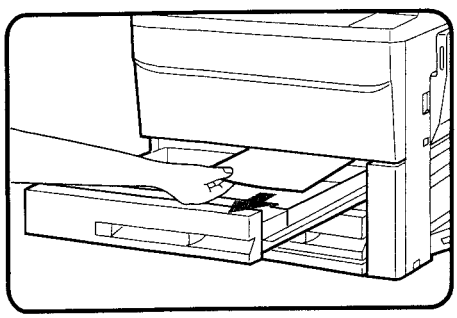
1 **Open the side cover.**

NOTE:
Before removing any misfed paper from the side, it is important to determine that it does not contain any unfused section of image (prior to entry into fusing section). If there is unfused toner on the paper, then please refer to the transport area paper removal procedure.



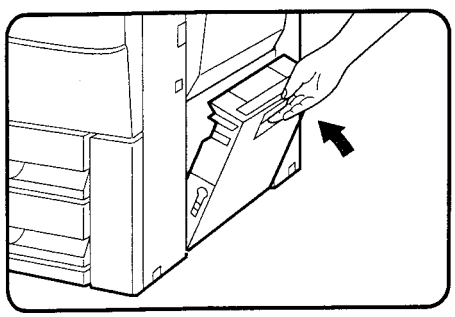
2 **Remove the misfed paper.**

- Be careful not to tear the misfed paper during removal.



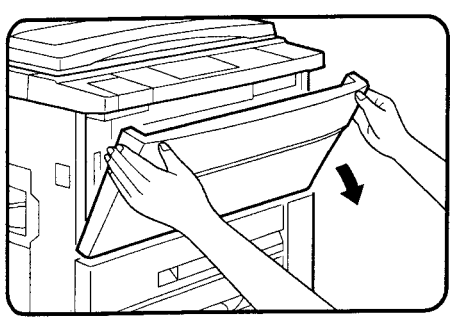
3 **If the paper cannot be seen from the side, pull out the paper tray and remove the misfed paper.**

- Be careful not to tear the misfed paper during removal.



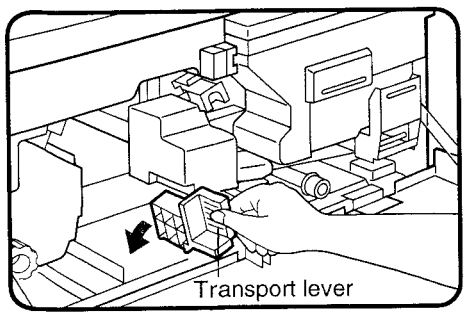
4 **Close the paper tray and the side cover.**

- Confirm that the [8] indicator has gone out.

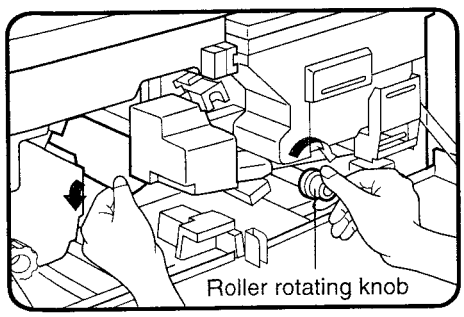


Misfeed in the transport area

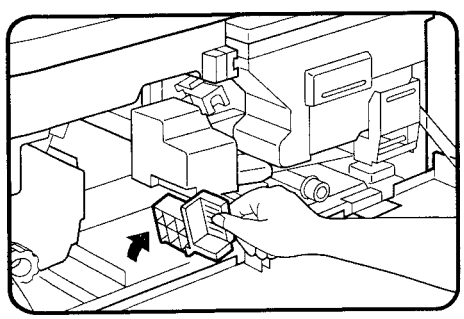
1 **Open the front cover.**



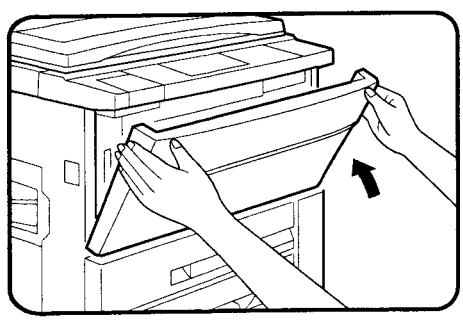
2 **Turn the transport lever to the left.**



3 **Turn the roller rotating knob in the direction of the arrow to remove the misfed paper.**

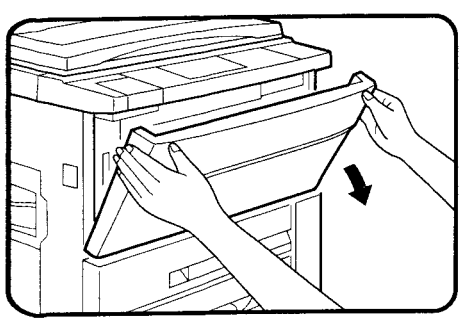


4 **Turn the transport lever back into place.**



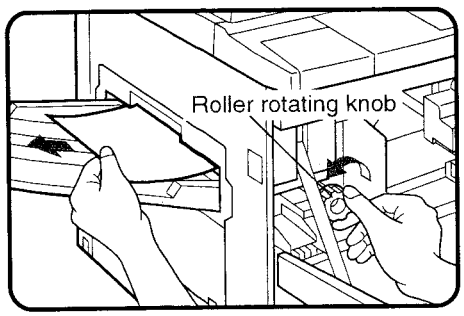
5 **Close the front cover.**

- Confirm that the [8] indicator has gone out.



Misfeed around the fusing unit and duplex unit

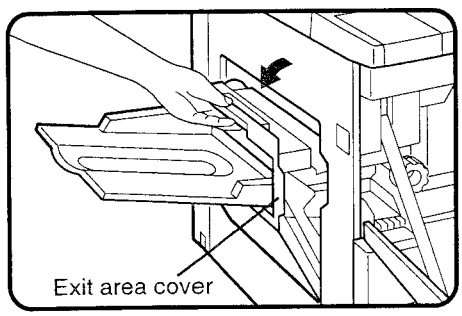
1 **Open the front cover.**



2 **Turn the roller rotating knob in the direction of the arrow and remove the paper from the fusing unit area.**

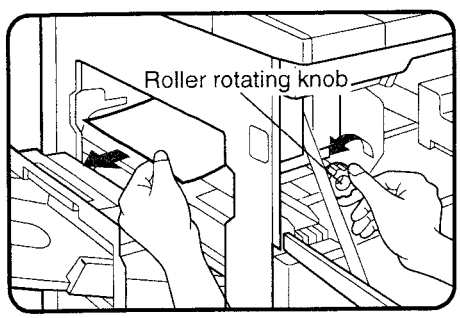
CAUTION

The fusing unit is hot! Use care in removing paper.

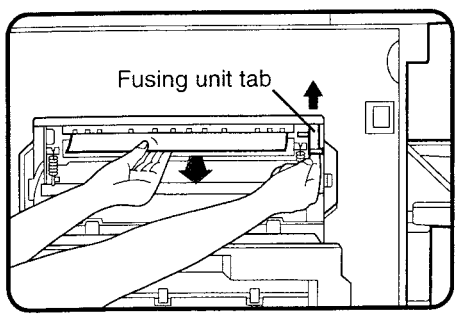


3 **If the misfed paper is in the exit area, open the exit area cover carefully.**

- Open the cover by pulling the lever up. Support it until fully open.
- If an optional sorter is installed, slide it away from the copier and then open the cover.



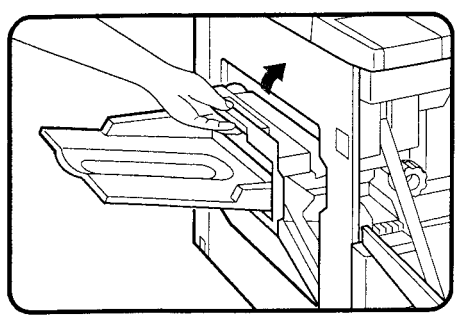
4 **Turn the roller rotating knob in the direction of the arrow and remove the paper.**



- If the misfed paper is deep in the fusing unit, lift the fusing unit tab and remove any misfed paper.

CAUTION

The fusing unit is hot! Be sure to touch only the green tab or the green roller rotating knob.



5 **Close the exit area cover.**

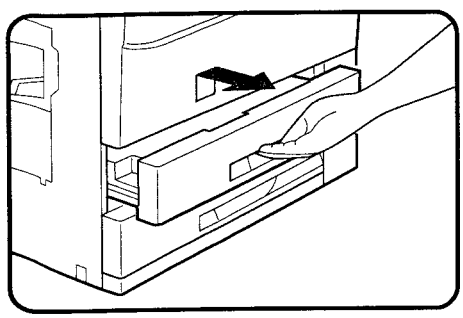
6 **Close the front cover.**

- Confirm that the [8/v] indicator has gone out.

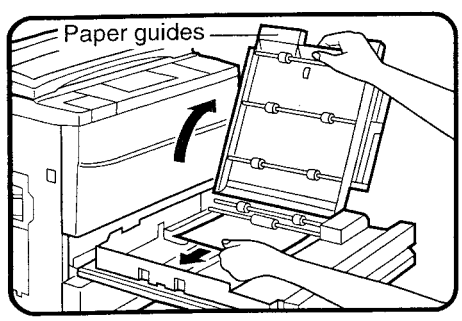
Misfeed in the duplex module

- The duplex module is optional.

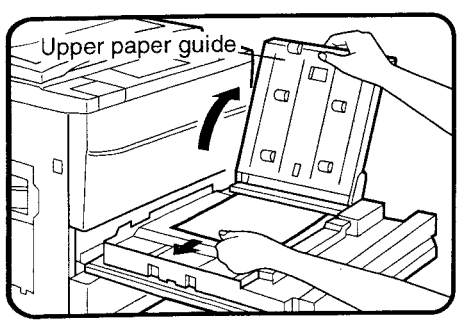
NOTE:
If any other misfeed locations are indicated, be sure to remove any misfed paper from these locations before performing the procedure described below. If not, a sheet of paper in another location may become torn and difficult to remove.



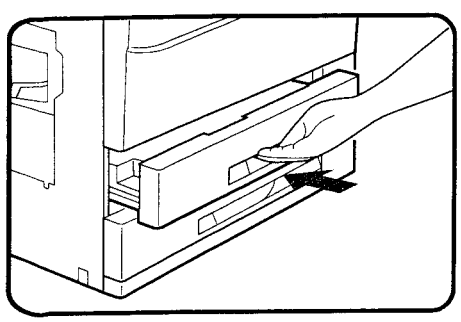
1 Pull out the duplex module.



2 Lift up the upper and lower paper guides, and remove the misfed paper.



- When a misfeed occurs between the paper guides, open the upper paper guide and remove the misfed paper.

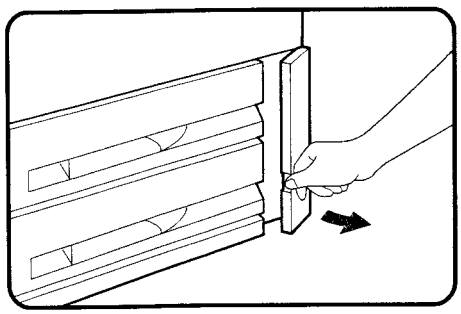


3 Close the paper guides and push back the duplex module.

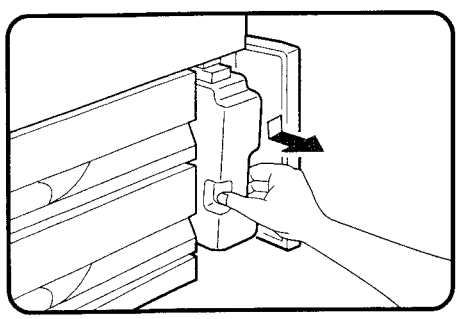
- Confirm that the [8] indicator has gone out.

USED TONER DISPOSAL

The toner collecting container full ( ) indicator will blink when the toner collecting container is full.
The copier will stop and will not operate until a new toner collecting container has been installed. Replace the toner collecting container as described below.

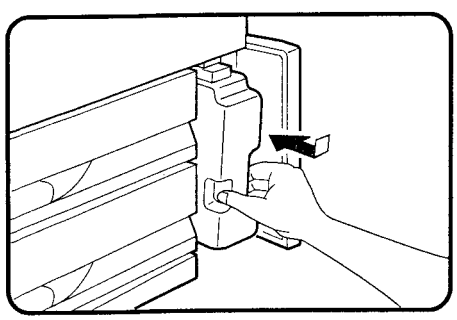


1 **Open the toner collecting container cover.**

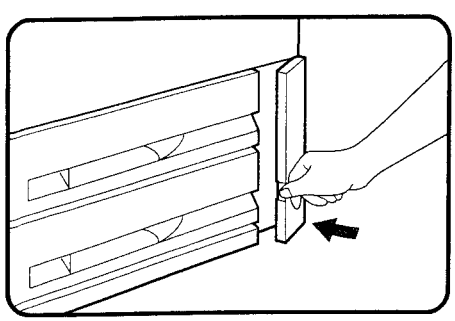


2 **Disengage and remove the container from the copier by pushing downward and then pulling it out.**

- Toner cannot be reused. Do not transfer used toner to the toner hopper.
- Remove the cap from a new toner collecting container and use it to cover the full toner collecting container.
- Keep the full toner collecting container until the next regular service call. Your authorised Sharp Service Technician will collect the container for disposal.



3 **Install the new toner collecting container by pushing it down onto the spring-loaded tray and then allowing it to move upward and click into place.**



4 **Close the toner collecting container cover.**

DEVELOPER REQUIRED

When the developer replacement required ( ) indicator lights up, the developer should be replaced.
DEVELOPER REPLACEMENT SHOULD ONLY BE DONE BY AN AUTHORISED SHARP SERVICE TECHNICIAN. Contact your Service Centre as soon as possible.

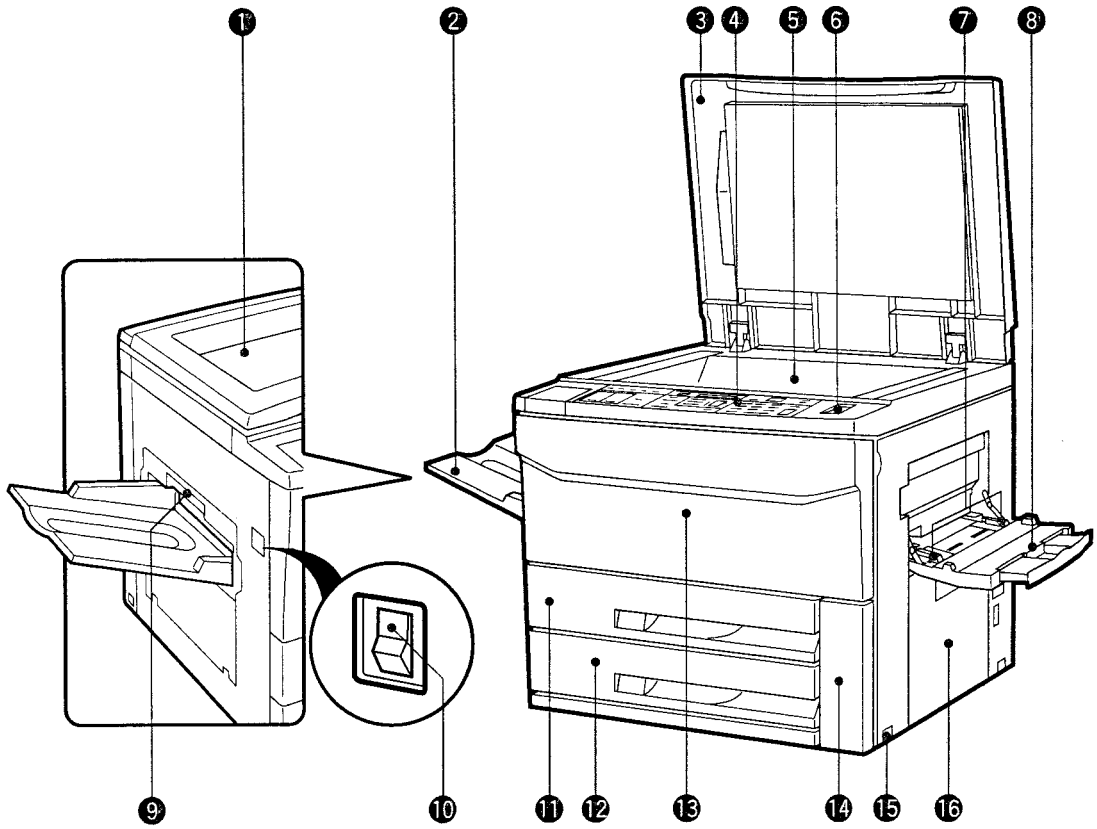
NOTE:
If the indicator and the copy quantity display blink simultaneously, contact your Service Centre.

MAINTENANCE REQUIRED

When the maintenance required ( ) indicator lights up, service by an authorised Sharp Service Technician is required. Contact your Service Centre as soon as possible.

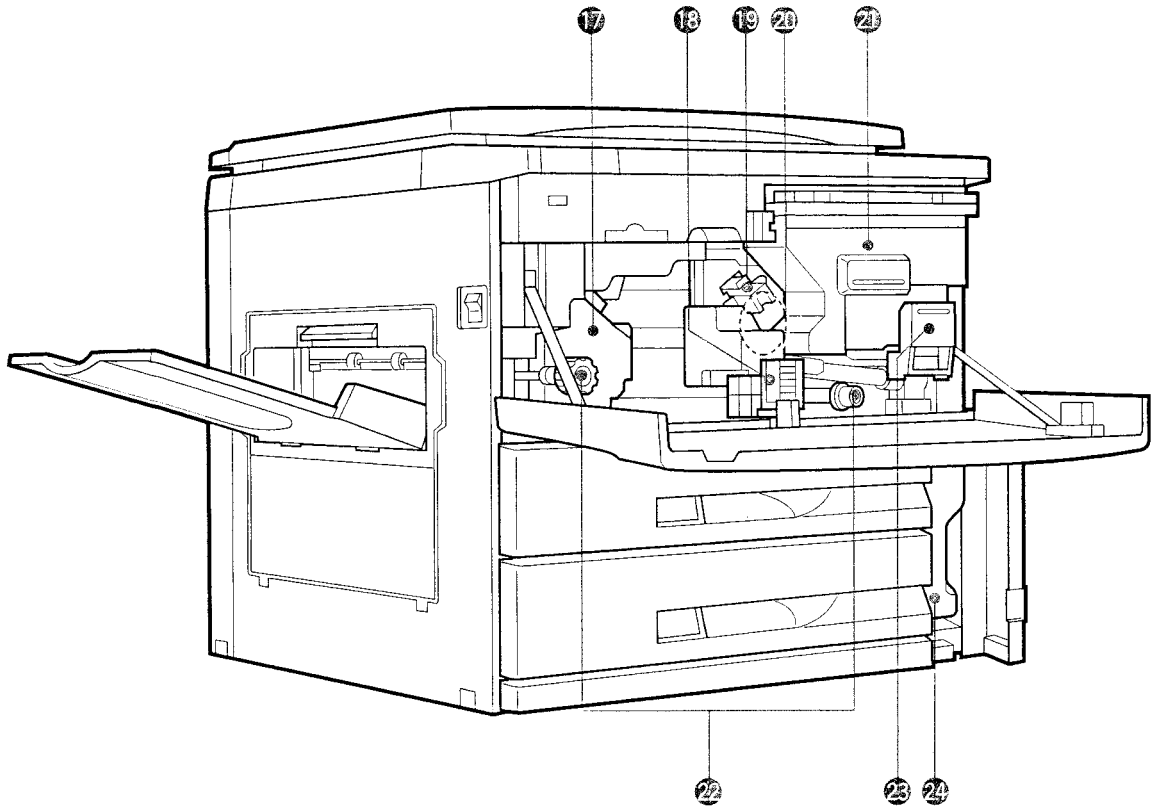
PART NAMES AND FUNCTIONS

Exterior



1. **Document holder**
2. **Exit tray**
   Finished copies are deposited in the exit tray.
3. **Document cover (optional in some areas)**
   Place the original on the document glass and close the document cover before copying starts.
4. **Operation panel**
   All copier controls are located here for easy operation.
5. **Document glass**
   Place the document to be copied here.
6. **Paper clip tray**
   Keep paper clips here.
7. **Manual feed tray paper guides**
   Adjust to the width of the copy paper.
8. **Manual feed tray**
   Special papers (including transparency film) and copy paper can be fed from the manual feed tray.
9. **Exit area cover**
   Open to remove misfed paper.
10. **Power switch**
    Press to turn copier power on and off.
11. **Duplex module or 500-sheet paper drawer (optional)**
    The copier can be equipped with either a duplex module or a 500-sheet paper drawer.
    The front of the copier is closed up with a cover when neither of these is required.
    The duplex module provides duplex copying capability.
12. **Lower paper tray**
    Holds 500 sheets of paper. Copy paper size can be changed by changing the inner cassette.
13. **Front cover**
    Open to remove misfeeds and to service the copier.
14. **Toner collecting container cover**
    Open to replace the toner collecting container.
15. **Handles**
16. **Side cover**
    Open to remove misfeeds in the paper feed area.

Interior



⑰ **Fusing unit**
The fusing unit is hot. Exercise care in this area.

⑱ **Transport lever**
Turn to open the transport section.

⑲ **Corona unit**
The unit is used to charge the photoconductive drum.

⑳ **Photoconductive drum**
Copy images are formed on the photoconductive drum.

㉑ **Toner hopper**
Contains toner.

㉒ **Roller rotating knobs**
Turn to remove misfed paper.

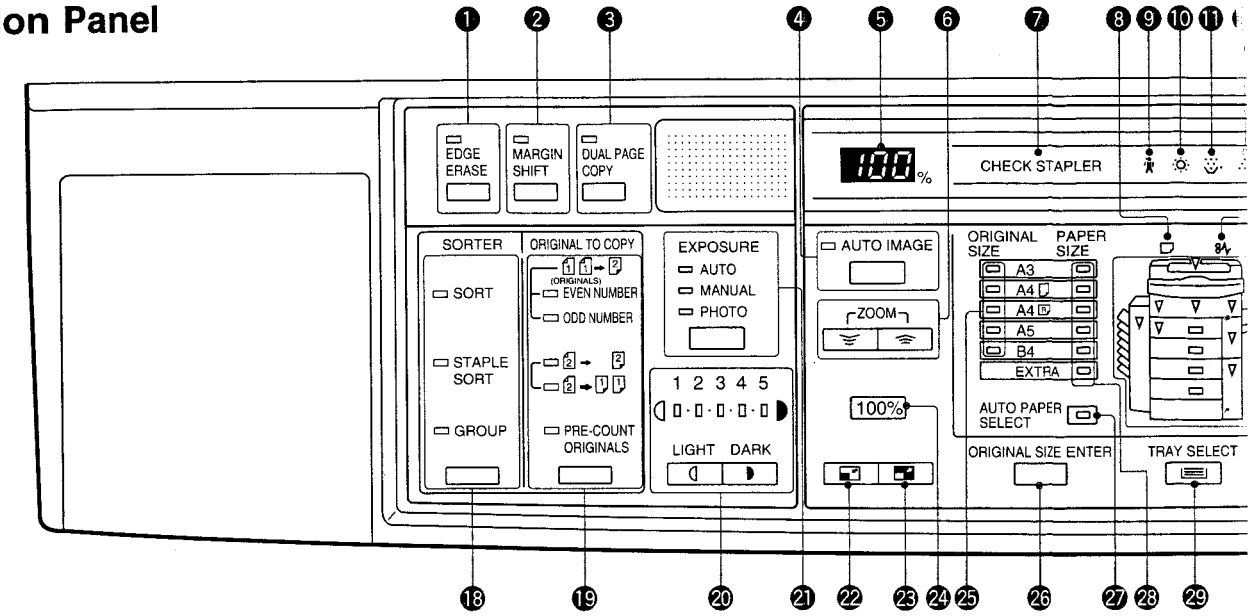
㉓ **Toner hopper lock lever**
Pull down to release the toner hopper.

㉔ **Toner collecting container**
Used toner is collected here. Replace when the [⁘] indicator blinks.

Accessories	
Inner cassette (installed in the lower paper tray)	1
Exit tray	1
Operation manual	1
Document tray*	1
Toner collecting containers (including 1 pre-installed at the factory)	4

* Not included in some areas

Operation Panel



❶ **EDGE ERASE key and indicator** (p.16)
Use to erase dark areas from copy edges.

❷ **MARGIN SHIFT key and indicator** (p.17)
Shifts text or image on the copy to leave a binding margin on the left side of the copy.

❸ **DUAL PAGE COPY key and indicator** (p.15)
Makes individual copies of two originals placed side by side on the document glass.

❹ **AUTO IMAGE key** (p.13)
Press for automatic copy ratio selection.

❺ **COPY RATIO display**
Displays the copy ratios for reductions or enlargements.

❻ **ZOOM keys** (p.14)
Used to select any enlargement or reduction copy ratio from 50% to 200% in 1% increments.

❼ **CHECK STAPLER indicator**
Blinks when the staple cartridge is empty, a staple jam has occurred, or the stapler is not installed. (Staple sorters are optional.)

❽ **Paper required indicator** (p. 4)
Lights up when there is no copy paper in the selected paper tray.

❾ **Maintenance required indicator** (p. 27)
Lights up when maintenance is required. Call your authorised Sharp Service Centre.

❿ **Developer replacement required indicator** (p. 27)
When lit, indicates that the developer needs to be replaced. Call your authorised Sharp Service Centre.

⓫ **Toner collecting container full indicator** (p. 26)
The toner collecting container needs to be replaced.

⓬ **Toner required indicator** (p. 6)
Lights up or blinks when toner is required.

⓭ **Misfeed indicator** (p. 21)
Blinks when a paper misfeed occurs.

⓮ **Copy quantity display**
Displays the specified number of copies.

⓯ **INTERRUPT key and indicator** (p. 18)
Interrupts a copy run.

⓰ **CLEAR ALL (CA) key**
Clears all selected settings and returns the copier to the initial settings.

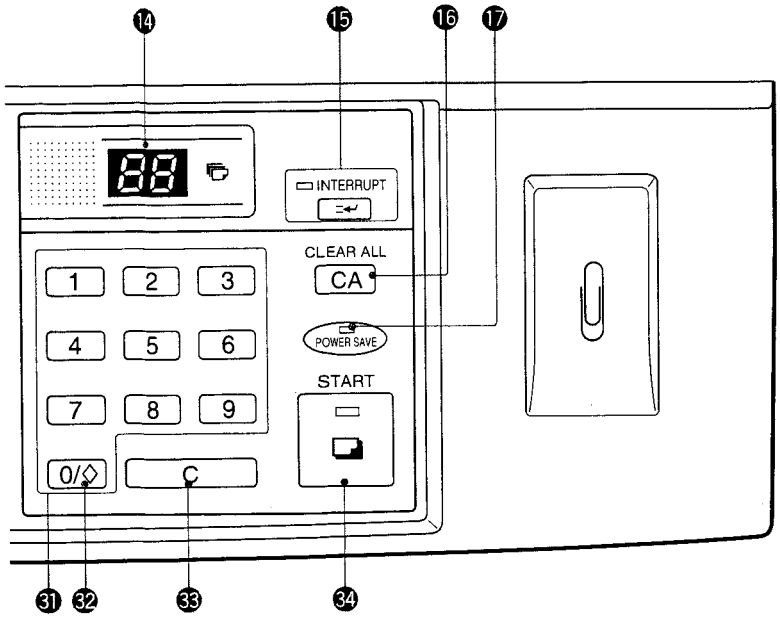
⓱ **POWER SAVE indicator** (p. 35)
Lights up when the copier is in a power save mode.

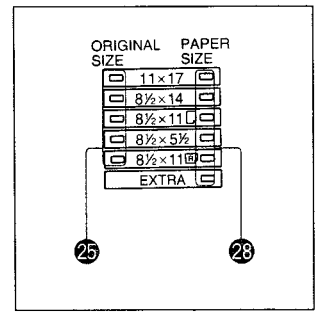
⓲ **SORTER key and indicators** (p. 54, 60)
Press to select the sorter modes when a sorter or staple sorter is installed. (Sorters and staple sorters are optional.)

⓳ **ORIGINAL TO COPY key and indicators**
Press to select one-sided and two-sided copy modes.

- 1 1 → 2 : Two-sided copies from single-sided originals. (Can be selected only when an optional duplex module is installed.) "EVEN NUMBER" or "ODD NUMBER" must be selected in accordance with the number of originals.
- 2 → 2 : Two-sided copies from two-sided originals. (Can be selected only when both an optional RADF and duplex module are installed.)
- 2 → 1 1 : Single-sided copies from two-sided originals. (Can be selected only when an optional RADF is installed.)

PRE-COUNT ORIGINALS: Indicates that the number of originals will be counted. (Can be selected only when an optional ADF or RADF is installed.)





⑳ **LIGHT and DARK keys and indicators** (p. 9)
Used to adjust the exposure level in the MANUAL or PHOTO mode.

㉑ **EXPOSURE key and indicators** (p. 8)
Press to select the exposure mode: AUTO, MANUAL, or PHOTO.

㉒ **Reduction (▭) key** (p. 14)
Selects one of four preset reduction copy ratios: 50%, 70%, 81%, or 86% (50%, 64%, 77%, or 95%).

㉓ **Enlargement (▭) key** (p. 14)
Selects one of four preset enlargement copy ratios: 115%, 122%, 141%, or 200% (121%, 129%, 141%, or 200%).

㉔ **100% key** (p. 14)
Press to reset the copy ratio to 100% for same-size copies.

㉕ **ORIGINAL SIZE indicators**
Light up to show the selected original size.

㉖ **ORIGINAL SIZE ENTER key** (p. 13)
Use to input the original size for automatic copy ratio selection.

㉗ **AUTO PAPER SELECT indicator**
Paper of the proper size will automatically be selected depending on the original size and selected copy ratio when this indicator is on.

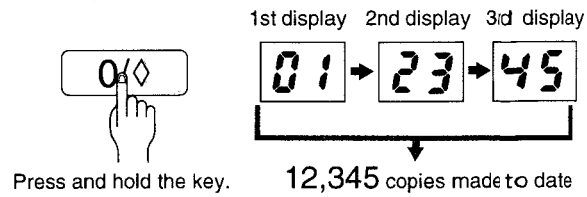
㉘ **PAPER SIZE indicators**
Light up to show the selected copy paper size.

㉙ **TRAY SELECT key**
Press to select the desired paper tray.

㉚ **Paper feed location/misfeed location indicators** (p. 21)
The selected paper feed location is shown by a lit indicator (▭).
The general location of misfed paper is shown by a blinking red indicator (▽).

㉛ **10-key pad**
Used to set the copy quantity and to make user program entries.

㉜ **Zero/readout key**
Inputs 0 when specifying the copy quantity. Press during a continuous copy run to display the number of copies completed in the current run. Press during standby to display the total number of copies made to date.



NOTE: A3 (11" x 17") sized copies are counted as two copies.

㉝ **Clear (C) key**
Press to clear the copy quantity display, or press during a copy run to terminate copying. The copier will stop after copies in progress are finished.

㉞ **START key and indicator**
Copying is possible when the indicator is on.
Press to start copying.

Initial settings
The copier assumes the initial settings when the CLEAR ALL (CA) key is pressed or approximately 1 minute* after the last copy is made in any mode. Except for the paper tray selection, the copier also assumes the initial settings when it is turned on.

- Copy ratio: 100%
- Automatic exposure
- Copy quantity: 0
- All special copier modes are set to off.
- Tray select: Copier lower tray, not an optional paper drawer even if installed (At power on, the previously selected tray will again be selected.)

*This time (auto clear time) can be changed. See page 32, USER PROGRAMS.

USER PROGRAMS

The user programs allow the parameters of certain functions to be set, changed, or cancelled as desired.

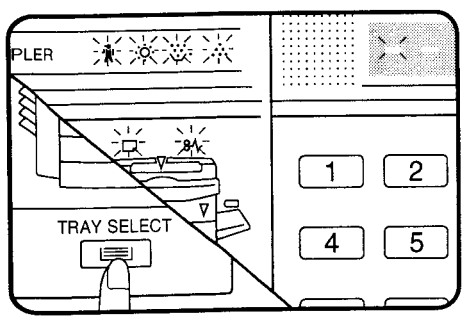
List of user programs

This copier has the following seven user programs.

Program No.	Program name	Description
1	Auto clear time	Sets the auto clear time. The copier returns to the initial settings when the auto clear time elapses after the last copy is made.
2	Preheat mode	Sets the time that elapses before the copier enters the preheat mode after any operation is made. See page 35.
3	Auto power shut-off mode	Sets the time that elapses before the copier enters the auto power shut-off mode after any operation is made. See page 35.
4	Auto power save control	Enables or disables the auto power save control function. See page 35.
5	Stream feeding mode*	Enables or disables the stream feeding mode when an optional document feeder (ADF or RADF) is installed. See page 48.
7	Sorter bin access mode*	Enables or disables the sorter bin access mode when an optional 10-bin sorter (SF-S18) is installed. See page 53.
8	Auto paper select mode	Enables or disables the auto paper select function. See page 48.

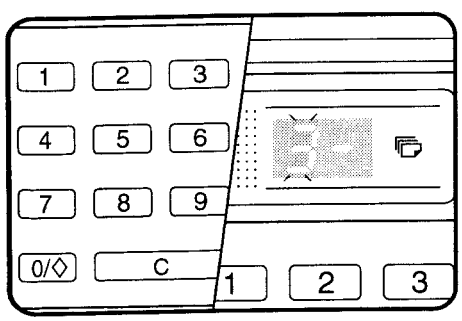
* These programs do not affect the copier functions unless certain optional equipment is installed.

Setting the user programs



1 **Press and hold the TRAY SELECT key for more than 5 seconds until all the alarm indicators* blink and "– –" appears in the copy quantity display.**

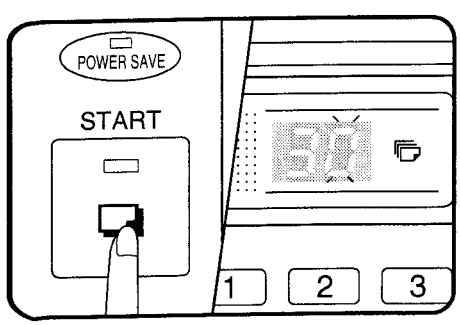
* The alarm indicators are the [ ], [ ], [ ], [ ], [ ], and [ ] indicators.



2 **Enter a program number using the 10-key pad.**

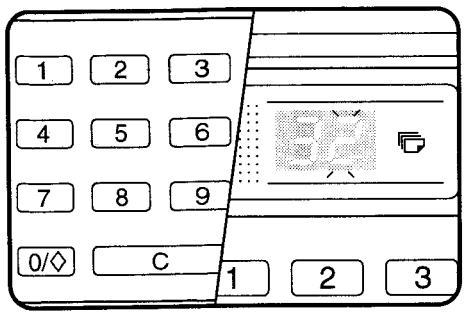
- The selected program number will blink in the copy quantity display.
- If a mistake is made in steps 2 to 4, press the clear ([C]) key. You will return to step 2.
- The program numbers are shown in the table below. For example, to change the setting of the auto power shut-off mode, press key 3.

Program name	Program No.
Auto clear time	1
Preheat mode	2
Auto power shut-off mode	3
Auto power save control	4
Stream feeding mode	5
Sorter bin access mode	7
Auto paper select mode	8



3 **Press the START key.**

- The entered program number will be steadily lit on the left side of the copy quantity display and the currently selected parameter number for the program will blink on the right side.



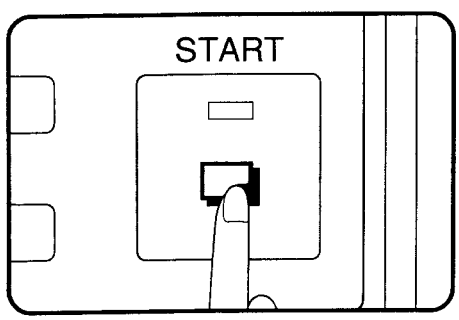
4 Select the desired parameter using the 10-key pad.

- The entered parameter number will blink on the right side of the copy quantity display.
- The parameters are shown in the table below.
  For example, to change the setting of the auto power shut-off mode to "30 min.", press key 2.

Program name	Parameters
Auto clear time	0 ⇨ OFF 1 ⇨ 30 sec. *2 ⇨ 60 sec. 3 ⇨ 90 sec. 4 ⇨ 120 sec.
Preheat mode	*0 ⇨ OFF 1 ⇨ 1 min. 2 ⇨ 15 min. 3 ⇨ 60 min. 4 ⇨ 120 min.
Auto power shut-off mode	*0 ⇨ OFF 1 ⇨ 5 min. 2 ⇨ 30 min. 3 ⇨ 60 min. 4 ⇨ 90 min. 5 ⇨ 120 min.
Auto power save control	0 ⇨ OFF *1 ⇨ ON
Stream feeding mode	*0 ⇨ OFF 1 ⇨ ON
Sorter bin access mode	0 ⇨ OFF *1 ⇨ ON
Auto paper select mode	0 ⇨ OFF *1 ⇨ ON

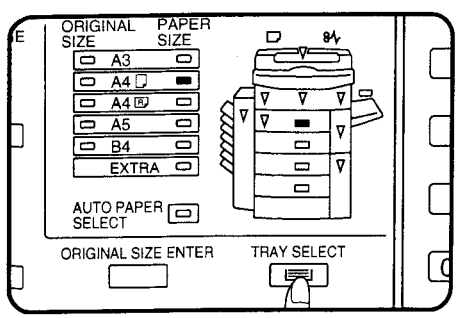
Factory default settings are indicated with an asterisk (*).

NOTE:
If you select "0" (OFF) in program 1 (auto clear time), the auto clear will be disabled.



5 Press the START key.

- The right-hand number in the copy quantity display will be steadily lit and the entered value will be stored.

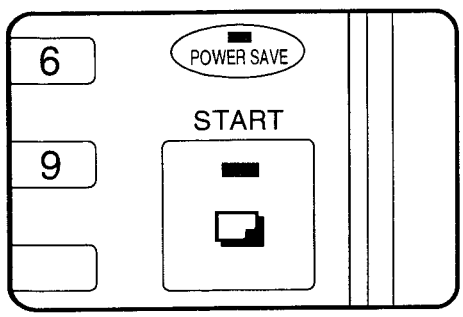


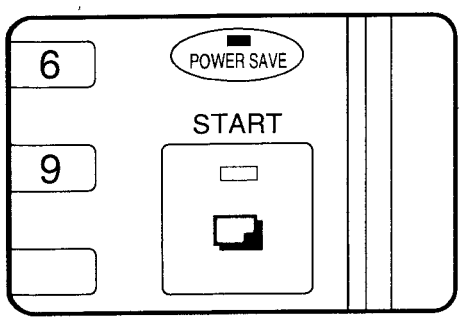
6 To continue with other user programs, press the C key and then repeat steps 2 to 5. To exit the user program mode, press the TRAY SELECT key.

- All the alarm indicators will go out.

POWER SAVE MODES

The copier has two POWER SAVE modes of operation - preheat mode and auto power shut-off mode.
If either mode is set, the copier will enter the mode once the set time has elapsed without any copier operation after the last copy of a run is made or power is turned on.
Both of the power save modes can be automatically controlled by the auto power save control function. When enabled, this function will automatically establish new set times for the preheat and auto power shut-off modes based upon copier usage patterns.





Preheat mode

When the copier enters the preheat mode, the POWER SAVE indicator will light up and other indicators will remain on or off as before. In this condition, the fuser in the copier is maintained at a lower heat level thereby saving power. The preheat level is, however, high enough to allow the copier to come to a ready condition or begin copying within 30 seconds after any key input is made.

Auto power shut-off mode

When the copier enters the auto power shut-off mode, the POWER SAVE indicator will light up and all other indicators will go out. The auto power shut-off mode saves more power but requires a longer time to warm up before copying can begin.

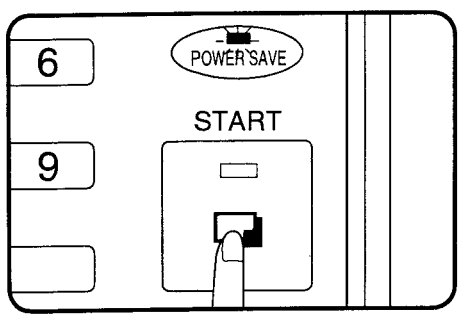
Auto power save control

The auto power save control function automatically controls the power save modes. If this function is enabled, the copier enters the preheat mode a certain length of time after any copier operation and then enters the auto power shut-off mode. The time that elapses before the copier enters the preheat mode or auto power shut-off mode is set automatically by the copier, which calculates the proper time depending on the user's copying frequency and copy quantity.
If the POWER SAVE indicator is on and some other indicators are on, the copier is in the preheat mode.
If the POWER SAVE indicator is on and all other indicators are off, the copier is in the auto power shut-off mode.

Setting the power save modes

The factory default settings for the power save modes are ON for the auto power save control function and OFF for the preheat and auto power shut-off modes.
The auto power save control function can be enabled or disabled as desired using user program No. 4. If this function is disabled, the time that elapses before the copier enters a power save mode after any operation is made can be set manually. This time is set with user program No. 2 for the preheat mode and user program No. 3 for the auto power shut-off mode. If the auto power save control function is enabled, the settings of user programs No. 2 and No. 3 will be ignored. For these settings, see page 32.

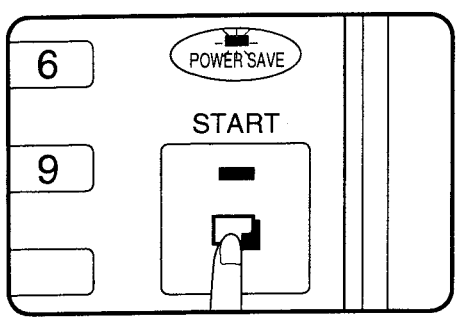
- If both the preheat mode and auto power shut-off mode are enabled, the copier will enter first the preheat mode and then the auto power shut-off mode when no copier operation is made.
  If the time set for the preheat mode is not shorter than that for the auto power shut-off mode, the copier will enter only the auto power shut-off mode when the time set for the auto power shut-off mode has elapsed after any copier operation.



Copying from the preheat mode

Make desired copier selections and press the START key using the normal copying procedure.

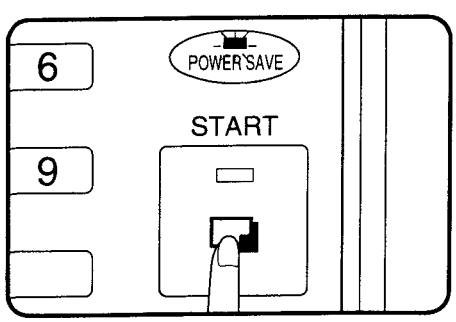
- When any key input is made or any other copier operation is made, the POWER SAVE indicator will start to blink.
- When the START key is pressed, the START key indicator will go out and copying will start within 30 seconds. The POWER SAVE indicator will go out when copying starts.



Copying from the auto power shut-off mode

1 Press the START key.

- The copier will exit the auto power shut-off mode and the POWER SAVE indicator will start to blink.



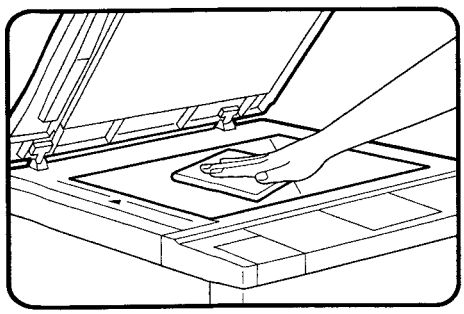
2 Make desired copier selections and press the START key using the normal copying procedure.

- It will take approximately 60 seconds for the copier to start copying.

USER MAINTENANCE

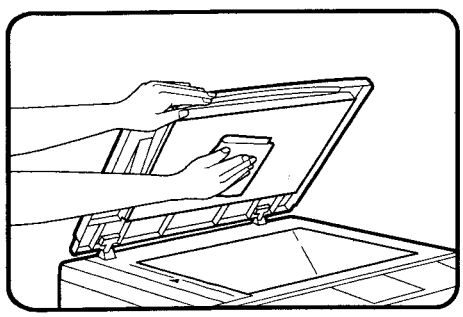
The document glass and document cover must be kept clean to avoid dirty areas from being copied onto the copies.

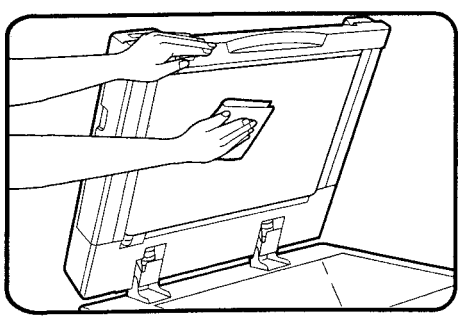
Document glass and document cover



Wipe the document glass and document cover with a soft, clean cloth.

- If necessary, dampen the cloth with water. Do not use thinner, benzene, or similar volatile cleaning agents.





- If an optional document feeder (ADF or RADF) is installed, wipe the transport belt with a soft, clean cloth.

COPIER TROUBLE?

Problem	Solution	
Copier does not operate.	• Copier plugged in?	Plug the copier into a grounded outlet.
	• Power switch on?	Turn the power switch on.
Copies are too dark or too light.	• Copy density properly adjusted?	See pages 8 and 19.
	• Are the ☼ indicator and the copy quantity display blinking?	Contact your Sharp Service Centre as soon as possible. See page 27.
Blank copies.	• Is the original placed face down on the document glass?	Place the original face down on the document glass.
Copies smear if rubbed.	• Paper too heavy?	Use copy paper within the specified range. See page 41.
	• Paper damp?	Replace with dry copy paper. Be sure to store copy paper in a dry location.
Paper misfeeds frequently.	• Non-standard paper used?	Use standard paper. If using special papers, feed the paper through the manual feed tray.
	• Is paper properly installed?	See pages 4 and 11.
	• Pieces of paper inside copier?	Remove all pieces of misfed paper. See page 21.
	• Paper curled or damp?	Store copy paper flat in the wrapper in a dry location. See page 42.

Problem	Solution	
Dust, dirt, smudges appear on copies.	• Document glass or document cover dirty?	Clean regularly. See page 37.
	• Original smudged or blotchy?	Use a clean original.
	• Is the [☼] indicator on?	Developer is required. Contact your Sharp Service Centre as soon as possible. See page 27.
	• Is the [🚶] indicator on?	Maintenance is required. Contact your Sharp Service Centre as soon as possible. See page 27.
Power is on but copying is not possible.	• Is the START key indicator off?	Wait until warm-up is complete. Warm-up time is approximately 60 seconds.
	• Is the [▭] indicator on?	Copy paper is needed. See page 4, LOADING COPY PAPER.
	• Is [CH] steadily lit in the copy quantity display?	1. Check the covers, including those of optional equipment, to ensure that they are all closed. 2. If an optional sorter or staple sorter is installed, slide the sorter or staple sorter toward the copier to latch it into place.
	• Is [CH] blinking in the copy quantity display?	Reinstall the toner hopper securely. See page 7.

Problem	Solution	
Power is on but copying is not possible.	• Is the [⁂] indicator blinking?	Toner is required. See page 6, ADDING TONER.
	• Is the [⚠] indicator blinking?	A misfeed has occurred. See page 21, MISFEED REMOVAL.
	• Is the [⁂] indicator blinking?	Toner collecting container is full. See page 26, USED TONER DISPOSAL.
	• Is only the POWER SAVE indicator on?	The copier is in the auto power shut-off mode. Press the START key. See page 35, POWER SAVE MODES.

If a problem persists after checking the above, please consult your authorised Sharp Service Centre.

Self-diagnostic function

An automatic self-diagnostic function is built into this copier. Should the copier malfunction, the self-diagnostic function will locate the problem and stop the copier to prevent damage. An alphanumeric code will appear in the copy quantity display.

Example
Should the copier stop completely, and an alphanumeric code appear, contact your authorised Sharp Service Centre.

SUPPLIES

Types and sizes of copy paper

ORDINARY PAPER

- **Automatic feeding from the paper trays or manual feed tray (max. 50 sheets)**

Size:	A5 (5-1/2" x 8-1/2") ◄►	A3 (11" x 17")
Weight:	56 g/m² (15 lbs.) ◄►	80 g/m² (21 lbs.)

- A5 (5-1/2" x 8-1/2") size paper can only be set in the lower paper tray with an optional inner cassette and in the manual feed tray.

- **Manual feed tray (single sheet feed)**

Size:	A6 (5-1/2" x 8-1/2") ◄►		A3 (11" x 17")
Weight:	52 g/m² (14 lbs.) ◄►	104 g/m² (28 lbs.) ◄►	128 g/m² (34 lbs.)

- A4 (8-1/2" x 11") is the maximum size that can be manually fed for paper weighing from 104 to 128 g/m² (28 to 34 lbs.).

SPECIAL PAPERS

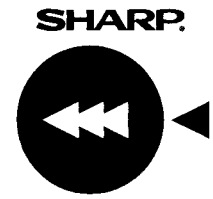
Special papers must be fed one sheet at a time through the manual feed tray. See page 11.

Transparency film	Labels	Tracing paper

Genuine Supplies Statement

Standard SF-2025 supplies replaced by the user include copy paper, toner, toner collecting container, and staple cartridges for an optional staple sorter.

For best copying results, be sure to use only Sharp products. The package of Sharp toner has the Genuine Supplies label.



Photoconductive drum

The SF-2025 Copier has advanced process control technology which improves copy quality uniformity. This feature stabilizes copy quality throughout the life of the photoconductive drum by automatically compensating for changes in drum characteristics due to wear, operator use patterns, and environmental conditions. The automatic adjustments are made in response to a sensor that detects the reflectance characteristics of the drum.

WARNING

This feature requires drums containing the special reflectance area (recommendable genuine SHARP photoconductive drum). If you use other drums, the process control system cannot run properly. To prevent improper control and possible damage to the copier, the copier will make only low level density copies.

Proper storage

1 Store the supplies in a location that is:

- clean and dry,
- at an even temperature,
- not exposed to direct sunlight.

2 Store copy paper in the wrapper and lying flat.

- Paper stored in packages standing up or out of the wrapper may curl or become damp, resulting in paper misfeeds.

SPECIFICATIONS

COPIER

Type	Desktop
Copy system	Dry, electrostatic transfer system
Originals	Sheets, bound documents
Original sizes	Max. A3 (11" x 17")
Copy sizes	Max. A3 (11" x 17"), min. A6 (5-1/2" x 8-1/2") Image void: Max. 4 mm (5/32") (leading and trailing edges)
Copying speed (at 100% copy ratio)	25 copies/min. (A4 (8-1/2" x 11")) 19 copies/min. (A4R (8-1/2" x 11"R)) 16 copies/min. (B4 (8-1/2" x 14")) 13 copies/min. (A3 (11" x 17"))
Continuous copy	Max. 99 copies; subtractive counter
First-copy time	Approx. 4.1 sec.
Warm-up time	Approx. 60 sec.
Copy ratio	Variable: 50 to 200% in 1% increments, total 151 steps Fixed presets: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200% (50%, 64%, 77%, 95%, 100%, 121%, 129%, 141%, 200%)
Exposure system	Moving optical source, slit exposure (stationary platen) with automatic exposure function
Copy paper feed	Choice of one or two 500-sheet automatic feed paper trays; one manual feed tray with 50-sheet automatic feed capability
Fusing system	Heat rollers
Developer system	Magnetic brush development
Light source	Halogen lamp
Required power supply	Local voltage ±10% (For this copier's power supply requirements, see the name plate located on the right hand side at the rear bottom corner of the copier.)
Power consumption	Max. 1.45 kW

Overall dimensions	1205 mm (W) x 650 mm (D) (47-29/64" (W) x 25-19/32" (D))
Weight (with optional document cover SF-CV13)	Approx. 65.6 kg (144.7 lbs.) Approx. 70.2 kg (154.8 lbs.) (with 500-sheet paper drawer) Approx. 72.5 kg (159.9 lbs.) (with duplex module)
Copier dimensions (with optional document cover SF-CV13)	633 mm (W) x 650 mm (D) x 607 mm (H) (24-59/64" (W) x 25-19/32" (D) x 23-29/32" (H))
Operational conditions	Temperature: 15°C to 30°C (59°F to 86°F) Humidity: 20% to 85%
Optional equipment	Document cover (SF-CV13) Automatic document feeder (SF-A17) Reversing automatic document feeder (SF-A56) 10-bin sorter (SF-S18) 20-bin sorter (SF-S15) 20-bin staple sorter (SF-S52) 20-bin staple sorter (SF-S53) Stand/500-sheet paper drawer (SF-D20) Stand/1000-sheet paper drawer (SF-D21) Duplex module (SF-DM11) 500-sheet paper drawer (SF-CM11) Cassette (SF-IC11) Card counter (SF-EA11) Auditor (SF-EA12) Counter commander (SF-EA13) Personal counter (SF-71A/71B)

DUPLEX MODULE (when installed)

Paper type	Ordinary paper only
Number of copies	50 (A5, A4, A4R (8-1/2" x 11", 8-1/2" x 11"R)) 30 (B4, A3 (8-1/2" x 14", 11" x 17"))
Copy paper size	A5, A4, A4R, B4, A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17")
Copy paper weight	56 to 80 g/m^2 (15 lbs. to 21 lbs.)

Specifications are subject to change for improvement without notice.

OPTIONAL EQUIPMENT

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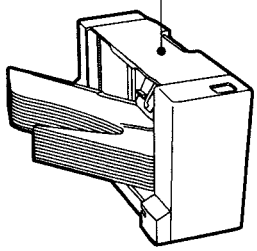
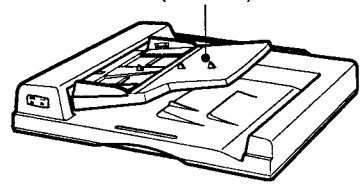
SYSTEM CONFIGURATION

The options which are available for the SF-2025 are shown below.

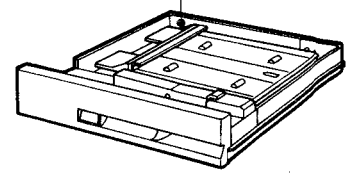
10-bin sorter (SF-S18)



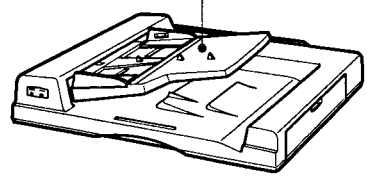
Automatic document feeder (SF-A17)



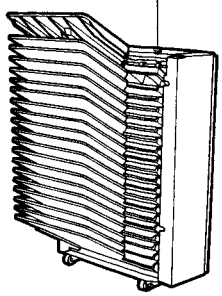
Duplex module (SF-DM11)



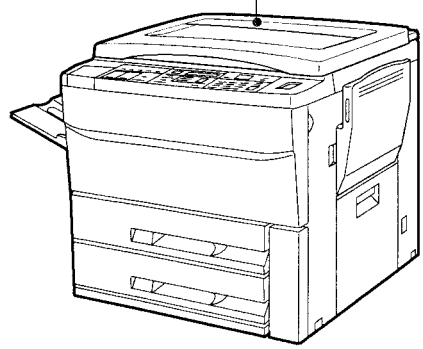
Reversing automatic document feeder (SF-A56)



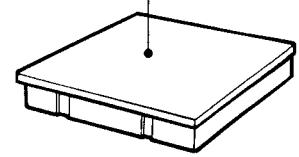
20-bin sorter (SF-S15)

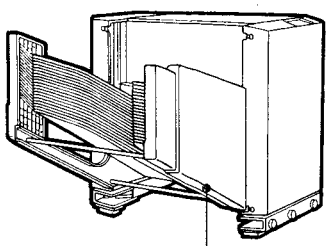


Document cover (SF-CV13)

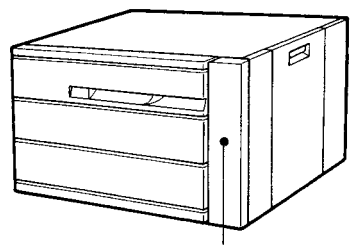


Cassette (SF-IC11)

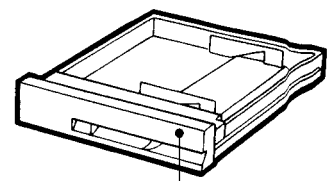




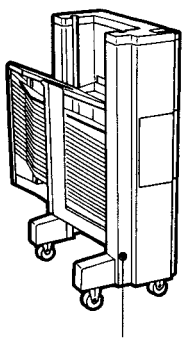
20-bin staple sorter (SF-S52)



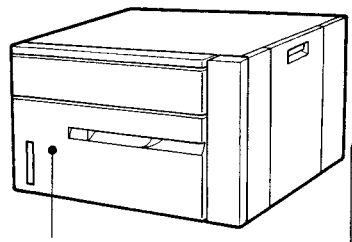
Stand/500-sheet paper drawer (SF-D20)



500-sheet paper drawer (SF-CM11)



20-bin staple sorter (SF-S53)



Stand/1000-sheet paper drawer (SF-D21)

- Card counter (SF-EA11)
- Auditor (SF-EA12)
- Counter commander (SF-EA13)
- Personal counter (SF-71A/71B)

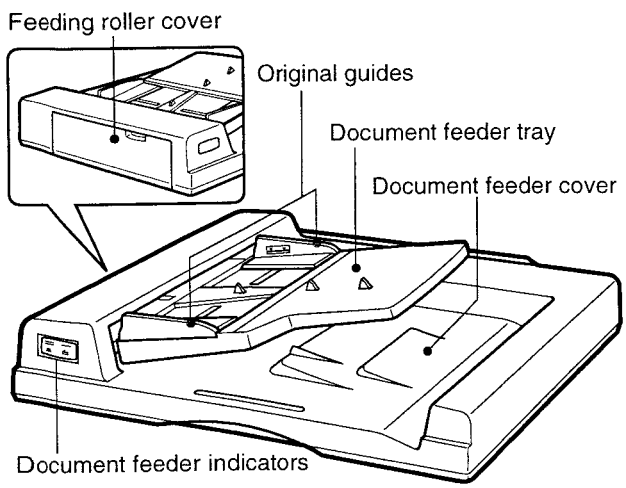
NOTE:
Operating instructions follow for the Document Feeders (SF-A17 and SF-A56), Sorters (SF-S18, SF-S15, SF-S52, and SF-S53), Stand/500-Sheet Paper Drawer (SF-D20), and Stand/1000-Sheet Paper Drawer (SF-D21). For the Card Counter (SF-EA11), the Auditor (SF-EA12), and the Counter Commander (SF-EA13), see their manual.

AUTOMATIC DOCUMENT FEEDER (SF-A17) REVERSING AUTOMATIC DOCUMENT FEEDER (SF-A56)

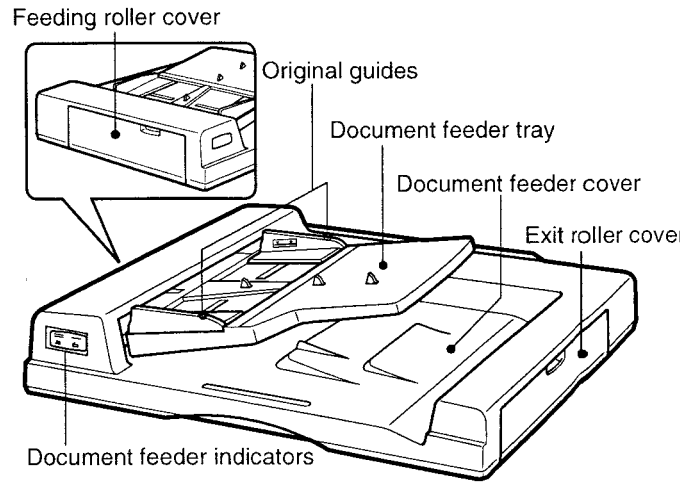
An automatic document feeder (ADF) and reversing automatic document feeder (RADF) will handle A5 to A3 (5-1/2" x 8-1/2" to 11" x 17") originals. If an RADF is installed, two-sided originals can be copied automatically without having to manually turn them over.

PART NAMES

SF-A17



SF-A56



Document feeder indicators

Original feed indicator
Indicates the originals in the tray will be fed.

Original reminder
Indicates an original is still on the document glass.

Specifications

Acceptable originals	Weight:	Single-sided originals: 50 to 128 g/m² (14 to 34 lbs.) Two-sided originals (SF-A56 only): 50 to 128 g/m² (14 to 34 lbs.) for A5 and A4 (5-1/2" x 8-1/2" and 8-1/2" x 11") originals. 50 to 110 g/m² (14 to 29 lbs.) for B4 and A3 (8-1/2" x 14" and 11" x 17") originals.
	Size:	A5 to A3 (5-1/2" x 8-1/2" to 11" x 17")
	Capacity:	Up to 50 sheets for A5, A4, and B4 (5-1/2" x 8-1/2", 8-1/2" x 11", and 8-1/2" x 14") originals provided the total aggregate thickness does not exceed 6.5 mm or 1/4"(50 to 80 g/m² or 14 to 21 lbs.) or 5 mm or 3/16" (80 to 128 g/m² or 21 to 34 lbs.) Up to 30 sheets for A3 (11" x 17") originals
Power supply		Drawn from the copier
Weight		SF-A17: Approx. 10 kg (22.1 lbs.) SF-A56: Approx. 11 kg (24.3 lbs.)
Dimensions		SF-A17: 571 mm (W) x 521 mm (D) x 110 mm (H) (22-31/64" (W) x 20-33/64" (D) x 4-11/32" (H)) SF-A56: 592 mm (W) x 521mm (D) x 110 mm (H) (23-5/16" (W) x 20-33/64" (D) x 4-11/32" (H))

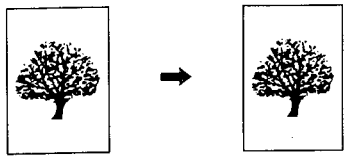
Specifications are subject to change for improvement without notice.

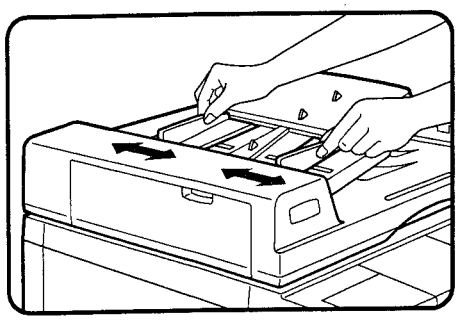
Using the ADF or RADF

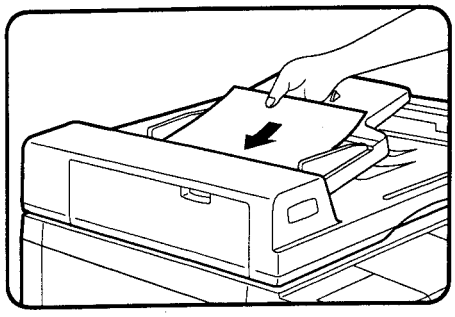
NOTES:

- Before loading originals into the document feeder tray, be sure to remove any staples or paper clips from them. The ADF or RADF can handle a maximum of 50 originals.
- Badly damaged originals may misfeed in the ADF and RADF. It is recommended that these be copied from the document glass and the copies be used as original documents.
- When feeding originals which have closely spaced binding holes punched along an edge, place the originals so that the punched edge is positioned to the right or along the side guides.
- Special originals such as transparency film and tracing paper should not be fed from the ADF and RADF, but should be placed on the document glass.
- Duplex copying will not work when a non-standard sized paper is used. (Duplex copying can be performed only when an optional duplex module is installed.)
- Different size originals with the same width can be placed in the document feeder tray and automatically copied onto copy paper of their respective sizes.
  The automatic copy ratio selection will not function in this case.
- Image void (max. 4 mm (5/32")) can occur at the leading and trailing edges of the copies.

Stream feeding mode
If the stream feeding mode has been enabled using user program No. 5, the original feed indicator will continue to blink for approximately 5 seconds after feeding of all originals is completed. While this indicator is blinking, any new originals placed in the document feeder tray will be fed and copied automatically. See page 32, USER PROGRAMS.





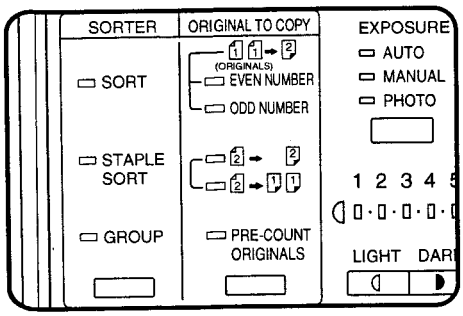


1-sided copies of 1-sided originals

1 Adjust the original guides to the size of the originals and set the originals face up in the document feeder tray.

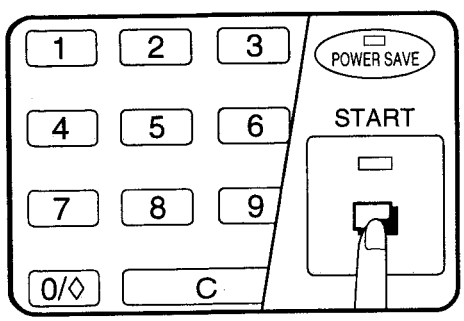
- The ORIGINAL SIZE indicator for the detected original size will light up, and the paper tray with the corresponding paper size will be automatically selected.
- The auto paper select function can be disabled using user program No. 8. If this function has been disabled, use the TRAY SELECT key to select the desired paper tray. See page 32, USER PROGRAMS.
- To copy onto a different size paper, use the TRAY SELECT key to make the selection.

- If an original is left on the document glass, the original reminder indicator will blink. Remove the original from the document glass in this case.



2 **Ensure that the 1-sided to 1-sided copying mode is selected in the ORIGINAL TO COPY section of the operation panel.**

- When no indicator in the ORIGINAL TO COPY section is lit, the 1-sided to 1-sided copying mode is selected.

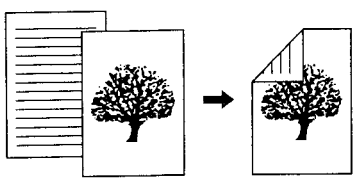


3 **Use the 10-key pad to enter the desired number of copies.**

- The number will be shown in the copy quantity display.
- Use the clear (C) key to cancel an entry if a mistake has been made.

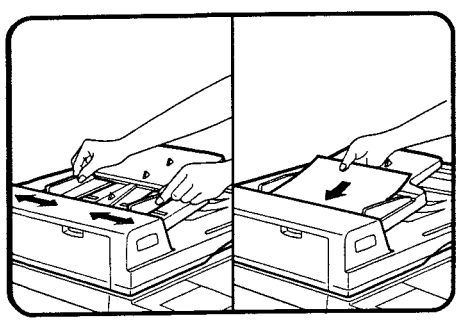
4 **Press the START key.**

- To cancel a copy run, press the CLEAR ALL (CA) key. Copying will stop and the ADF or RADF will output any originals which have been fed. Also, the number in the copy quantity display will be reset to 0.

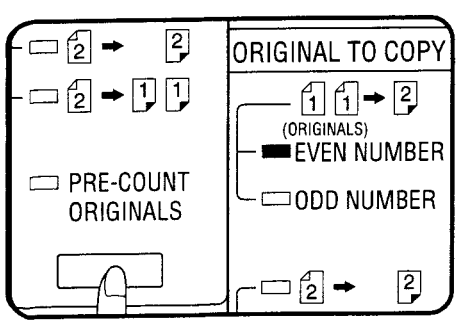


2-sided copies from 1-sided originals

An optional duplex module must be installed for 2-sided copying.

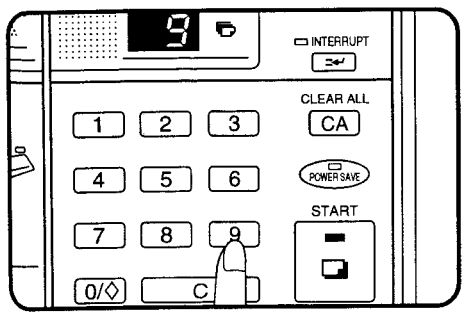


1 **Adjust the original guides to the size of the originals and set the originals face up in the document feeder tray.**



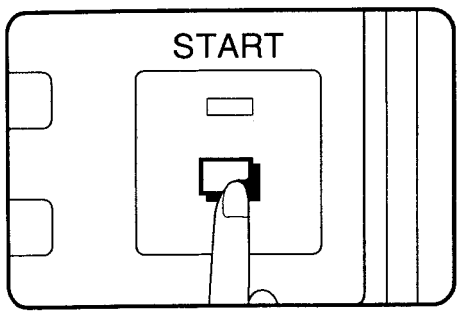
2 **If the number of originals is known, use the ORIGINAL TO COPY key to select EVEN NUMBER or ODD NUMBER in the ORIGINAL TO COPY section of the operation panel, then proceed to step 3. If the number of originals is not known, select PRE-COUNT ORIGINALS for an automatic count by the ADF or RADF and press the START key.**

- The number of originals will be displayed in the copy quantity display.
- When the count is complete and the number is known, replace the originals in the document feeder tray and select EVEN NUMBER or ODD NUMBER as above.



3 **Enter the desired number of copies.**

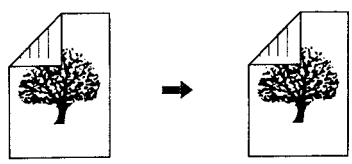
- The maximum number of copies in the two-sided copy mode is 50 for A5, A4, and A4R (8-1/2" x 11" and 8-1/2" x 11"R) and 30 for B4 and A3 (8-1/2" x 14" and 11" x 17") paper. If the specified number of copies exceeds the above number, the copy quantity display will display the maximum allowable number after copying starts. If an optional sorter is installed, the display will change to 10 (SF-S18) or 20 (SF-S15, SF-S52, and SF-S53) after copying starts (in sort mode).



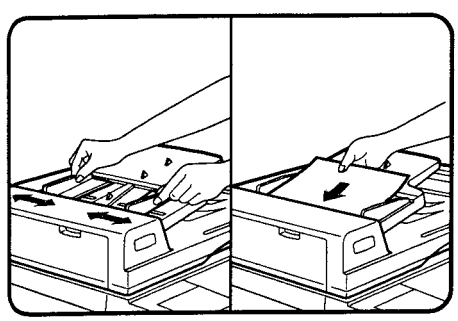
4 **Press the START key.**

- To cancel a copy run during duplex copying, press the CLEAR ALL (CA) key. Manually remove any copies remaining in the duplex module following the procedure for removing misfed paper from the duplex module. (See page 25.)

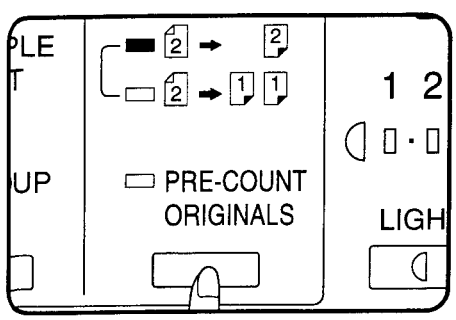
2-sided copies from 2-sided originals (SF-A56 only)



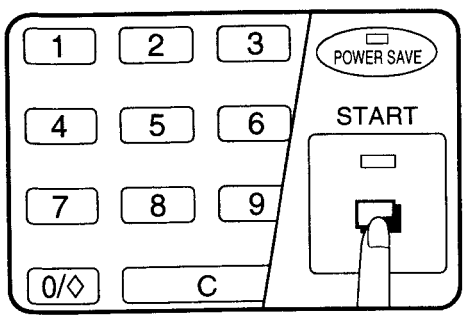
An optional duplex module must be installed for 2-sided copying.



1 **Adjust the original guides to the size of the originals and set the originals face up in the document feeder tray.**



2 **Use the ORIGINAL TO COPY key to select 2 → 2.**

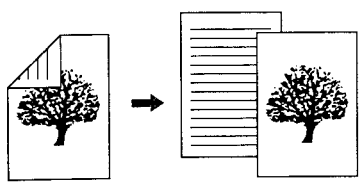


3 **Enter the desired number of copies.**

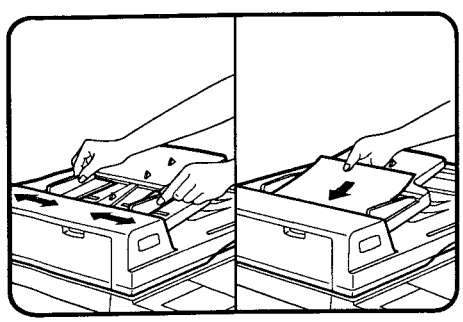
- The maximum number of copies in the two-sided copy mode is 50 for A5, A4, and A4R (8-1/2" x 11" and 8-1/2" x 11"R) and 30 for B4 and A3 (8-1/2" x 14" and 11" x 17") paper. If the specified number of copies exceeds the above number, the copy quantity display will display the maximum allowable number after copying starts. If an optional sorter is installed, the display will change to 10 (SF-S18) or 20 (SF-S15, SF-S52, and SF-S53) after copying starts (in sort mode).

4 **Press the START key.**

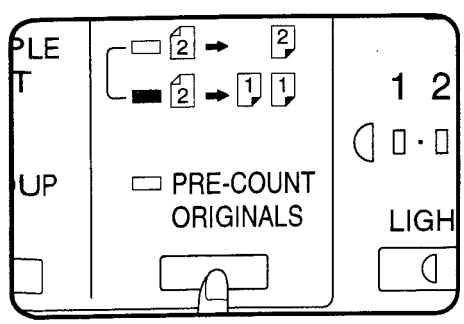
- To cancel a copy run during duplex copying, press the CLEAR ALL (CA) key. Manually remove any copies remaining in the duplex module following the procedure for removing misfed paper from the duplex module. (See page 25.)



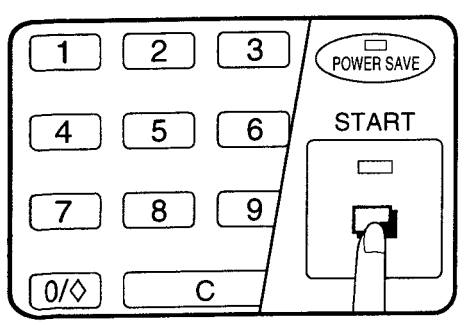
1-sided copies from 2-sided originals (SF-A56 only)



1 **Adjust the original guides to the size of the originals and set the originals face up in the document feeder tray.**



2 **Use the ORIGINAL TO COPY key to select 2 → 1 1.**

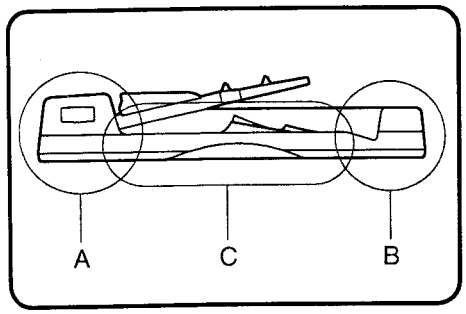


3 **Enter the desired number of copies.**

4 **Press the START key.**

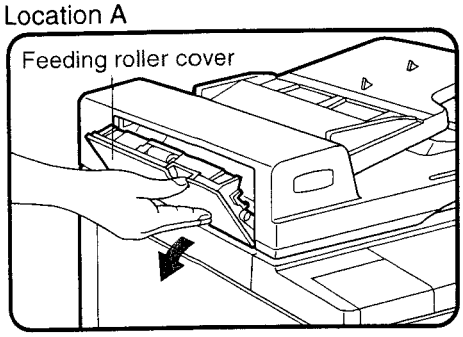
- To cancel a copy run, press the CLEAR ALL (CA) key. Copying will stop and the RADF will output any originals which have been fed. Also, the number in the copy quantity display will be reset to 0.

Misfeed removal



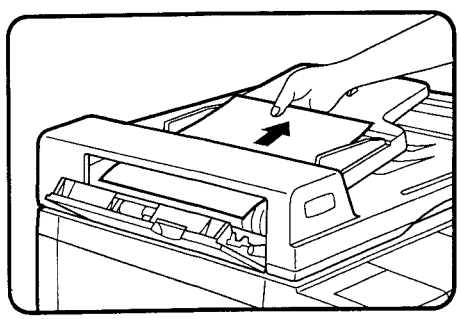
An original misfeed may occur at one of three locations: (A) in the feed section, (B) in the exit roller, or (C) under the transport belt.

Location A

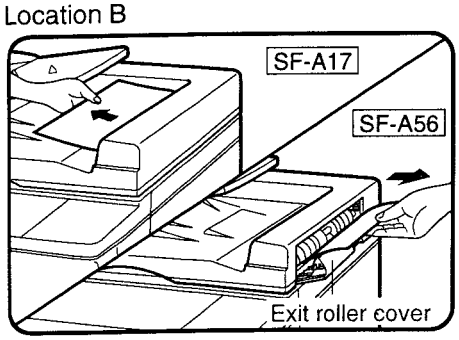


1 **(A) Open the feeding roller cover and pull the original gently to the right and out from the document feeder tray.**

- Be sure to open and close the document feeder cover to cancel the misfeed location indicator.



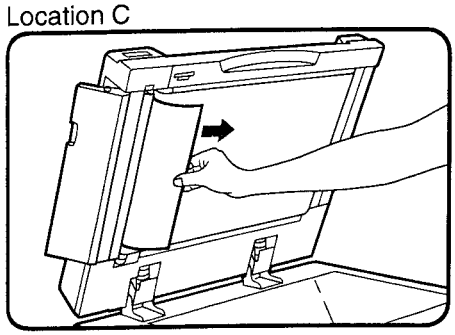
Location B



2 **(B) SF-A17: Gently pull the original out.**
SF-A56: Open the exit roller cover and gently pull the original out.

- Be sure to open and close the document feeder cover to cancel the misfeed location indicator.

Location C



3 **(C) Open the feeding roller cover, open the document feeder cover, and remove the original.**

NOTE:
A number may appear in the copy quantity display, indicating the number of originals which must be returned to the document feeder tray. Return the originals and press the START key to resume copying.

10-BIN SORTER (SF-S18)
20-BIN SORTER (SF-S15)

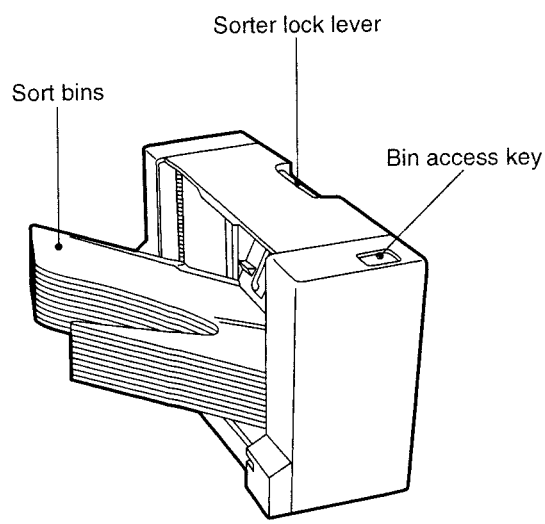
There are two sorter modes for different copying jobs: one sorts copies into sets matching the sequence of originals and the second groups copies from different originals into separate sort bins.
The maximum allowable number of copies varies with the selected mode.
The number of copies will be automatically reset to the maximum number allowable for the selected mode when copying begins if this maximum is exceeded.

NOTES:

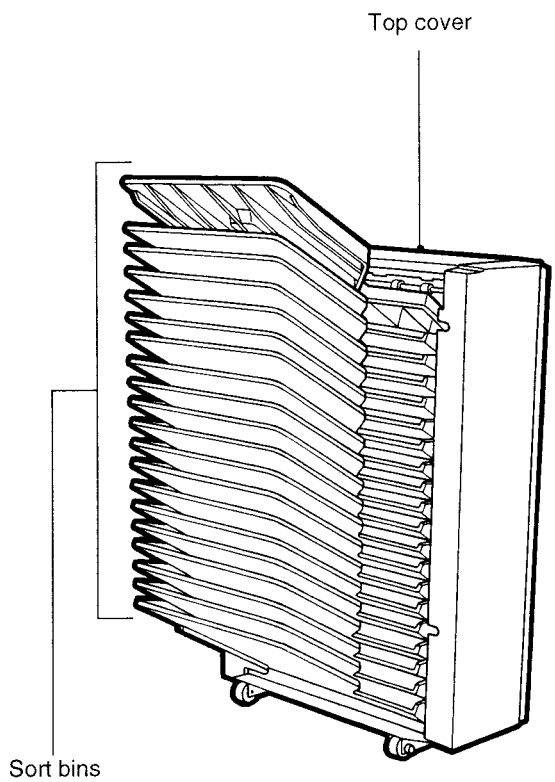
- To install the 20-bin sorter (SF-S15), an optional stand/500-sheet paper drawer (SF-D20), stand/1000-sheet paper drawer (SF-D21) or an equivalent stand must be installed.
- The bin intervals of the 10-bin sorter (SF-S18) are narrow for space conservation. When copying from an optional document feeder (ADF or RADF) is completed or the CLEAR ALL (CA) or the sorter bin access key is pressed in the document glass mode, the bins will move three at a time and the space between them will become larger so that copies can be easily taken out. This bin access mode can be disabled using user program No. 7. See page 32, USER PROGRAMS.

PART NAMES

SF-S18



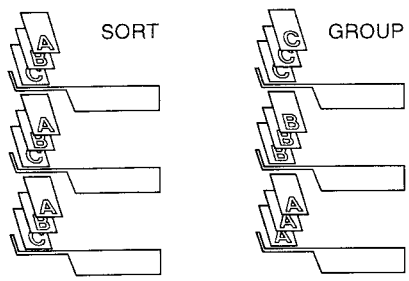
SF-S15



CAUTION

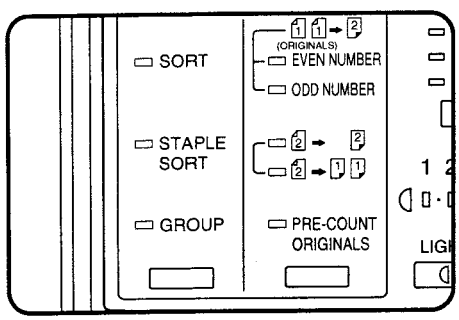
Do not put pressure on the sorter or subject it to undue force.

Using the sorter



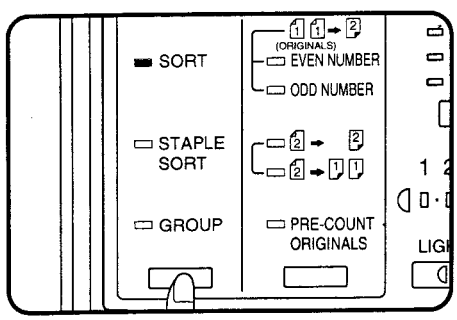
Press the SORTER key to select the desired mode.
(The STAPLE SORT mode cannot be selected for either the SF-S18 or SF-S15.)

To cancel the mode, press the SORTER key until the SORT and GROUP indicators go out.



NON-SORT

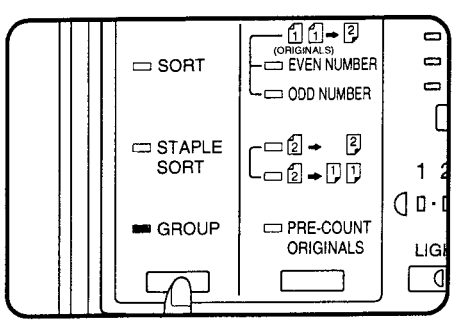
When neither of the two available sorter modes, SORT or GROUP is selected, the copier is in the NON-SORT mode. In this mode, all copies will be deposited in the top bin of the sorter.
Be sure to use the NON-SORT mode when copying onto special papers such as transparency film or label stock.



SORT

Press the SORTER key to select the SORT mode.

SORT is used for automatic copy collating. Copies of each original will be sequentially deposited in the sort bins.



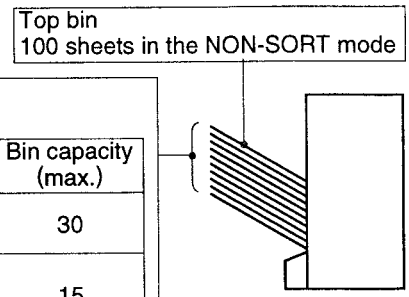
GROUP

Press the SORTER key to select the GROUP mode.

In the GROUP mode, all copies of the same original will be deposited in the same bin.

SORTER CAPACITIES

SF-S18



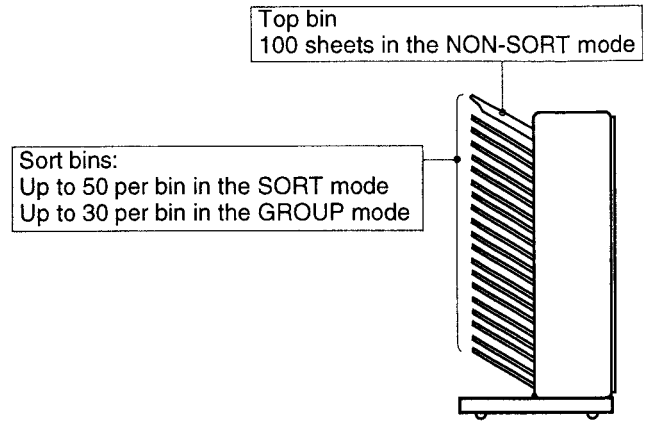
Sort bins
SORT mode:

Paper size	Bin capacity (max.)
A5, A4 (8-1/2" x 11")	30
B4, A3 (8-1/2" x 14", 11" x 17")	15

GROUP mode:

Paper size	Bin capacity (max.)
A5, A4 (8-1/2" x 11")	20
B4, A3 (8-1/2" x 14", 11" x 17")	15

SF-S15



The limits for the number of originals which can be used and the number of copies that can be set for each paper size are as follows:

SF-S18

Mode	Paper size	Max. No. of originals	Max. No. of copies to be set
NON-SORT	Min.: A6 (5-1/2" x 8-1/2") Max.: A3 (11" x 17")	–	99
SORT	A5, A4, A4R (8-1/2" x 11", 8-1/2" x 11"R)	30	10
	B4, A3 (8-1/2" x 14", 11" x 17")	15	
GROUP	A5, A4, A4R (8-1/2" x 11", 8-1/2" x 11"R)	10	20
	B4, A3 (8-1/2" x 14", 11" x 17")		15

SF-S15

Mode	Paper size	Max. No. of originals	Max. No. of copies to be set
NON-SORT	Min.: A6 (5-1/2" x 8-1/2") Max.: A3 (11" x 17")	–	99
SORT	A4, A4R, B4, A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17")	50	20
GROUP		20	30

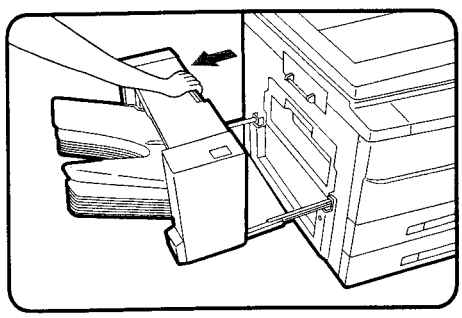
NOTES:

- If the specified number of copies is more than the maximum number of copies that can be set, the copy quantity display will change to the corresponding number in the above table in the SORT or GROUP mode after copying starts.
- When making single-sided copies from two-sided originals, the maximum number of originals that can be copied is half the number shown in the above table.
- Do not use special paper in the SORT or GROUP mode.

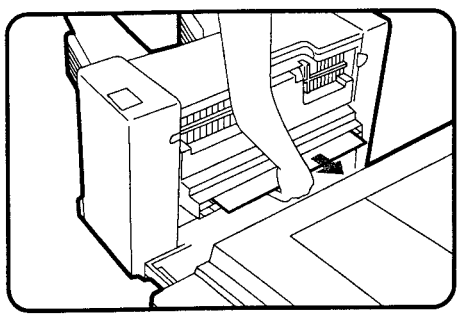
Misfeed removal

The copier will stop when a misfeed occurs. The misfeed ([8]) indicator will blink and blinking red misfeed location indicators will indicate the approximate misfeed location.

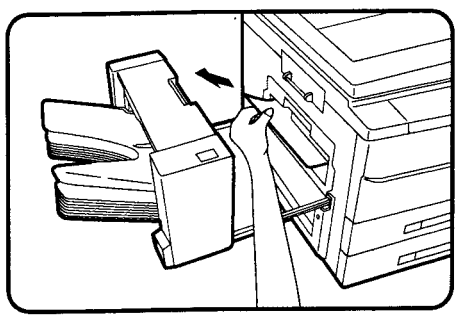
SF-S18 10-bin sorter

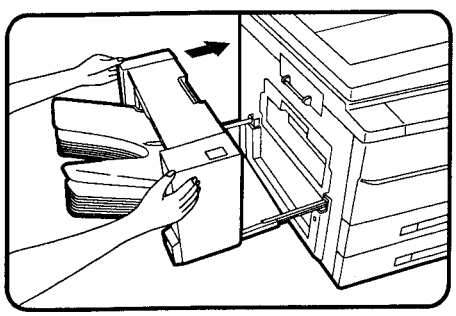


1 **Pull the sorter lock lever and carefully slide the sorter away from the copier.**



2 **Remove the misfed paper from the sorter or from the exit area of the copier.**

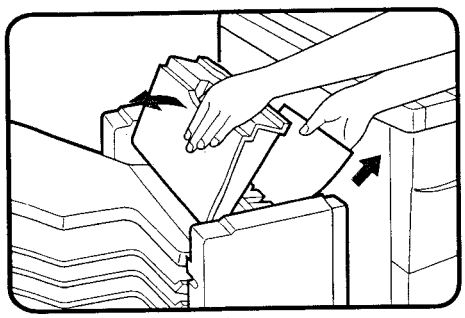




3 **Slide the sorter back toward the copier and latch it into place.**

- Confirm that the [8] indicator has gone out.
- If the [8] indicator is still blinking, check the inside of the copier and remove any remaining misfed paper.

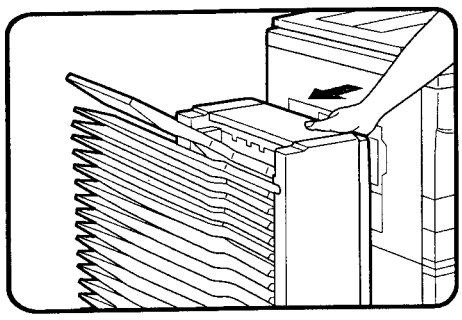
SF-S15 20-bin sorter



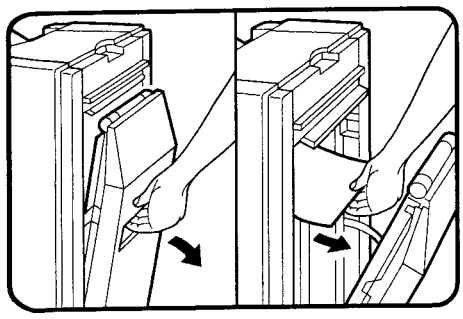
1 **Open the top cover and remove the misfed paper.**

2 **Close the top cover.**

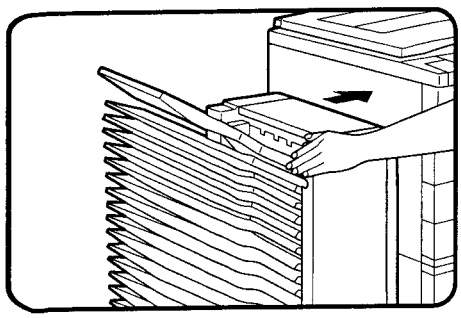
- Confirm that the [8] indicator has gone out.



3 **If the [8] indicator is still blinking or the misfed paper cannot be seen from the top, slide the sorter carefully away from the copier.**



4 **Open the side cover and remove any misfed paper.**



5 **Close the side cover and push the sorter back against the copier.**

- Confirm that the [8] indicator has gone out.
- If the [8] indicator is still blinking, check the inside of the copier and remove any remaining misfed paper.

Specifications

SF-S18

No. of bins	10
Bin capacity	NON-SORT: 100 sheets (top bin) SORT: 30 sheets (A5, A4 (8-1/2" x 11")) 15 sheets (B4, A3 (8-1/2" x 14", 11" x 17")) GROUP: 20 sheets (A5, A4 (8-1/2" x 11")) 15 sheets (B4, A3 (8-1/2" x 14", 11" x 17"))
Paper size	Top bin: Max. A3 (11" x 17") Min. A6 (5-1/2" x 8-1/2") Sort bins: Max. A3 (11" x 17") Min. A5 (8-1/2" x 11")
Power supply	Drawn from the copier
Weight	Approx. 7 kg (15.5 lbs.)
Dimensions	335 mm (W) x 493 mm (D) x 298 mm (H) (13-13/64" (W) x 19-27/64" (D) x 11-47/64" (H))

SF-S15

No. of bins	20
Bin capacity	NON-SORT: 100 sheets (top bin) SORT: 50 sheets GROUP: 30 sheets
Paper size	Top bin: Max. A3 (11" x 17") Min. A6 (5-1/2" x 8-1/2") Sort bins: Max. A3 (11" x 17") Min. A4 (8-1/2" x 11")
Power supply	Drawn from the copier
Weight	Approx. 31 kg (68.4 lbs.)
Dimensions	500 mm (W) x 520 mm (D) x 957 mm (H) (19-11/16" (W) x 20-31/64" (D) x 37-11/16" (H))

Specifications are subject to change for improvement without notice.

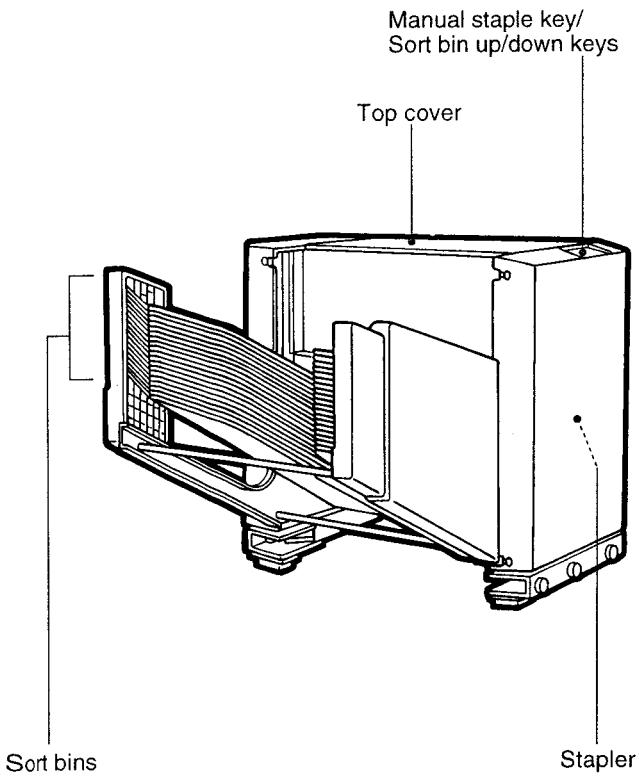
20-BIN STAPLE SORTER (SF-S52)
20-BIN STAPLE SORTER (SF-S53)

There are two sorter modes for different copying jobs: one sorts copies into sets matching the sequence of the originals and the second groups copies from different originals into separate sort bins. The SF-S52 and SF-S53 20-Bin Staple Sorters have, in addition to the above two modes, a STAPLE SORT mode. Sorted copies can be stapled together.
The maximum allowable number of copies varies with the selected mode.
The number of copies will be automatically reset to the maximum number allowable for the selected mode when copying begins if this maximum is exceeded.

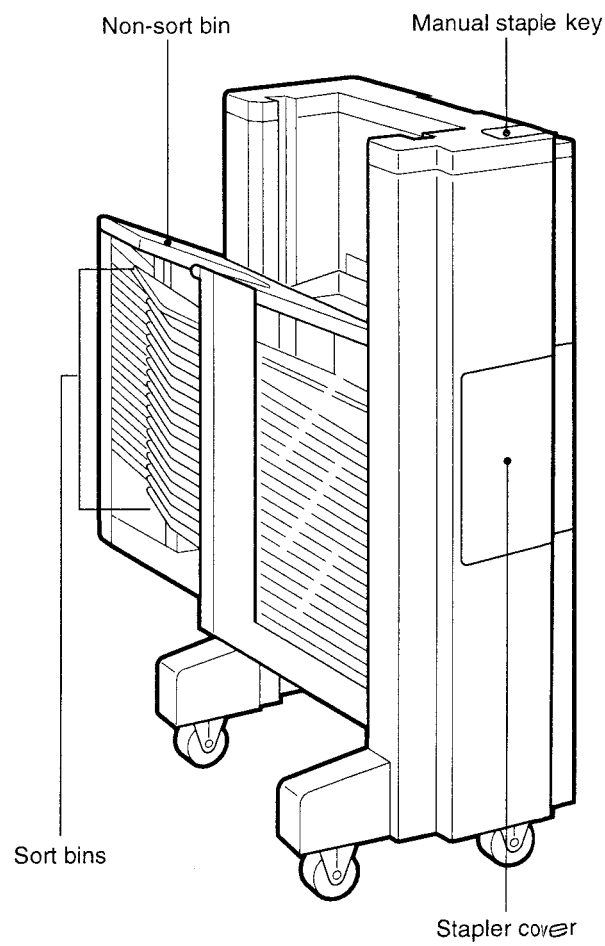
NOTE:
To install a staple sorter, an optional stand/500-sheet paper drawer (SF-D20), stand/1000-sheet paper drawer (SF-D21) or an equivalent stand must be installed.

PART NAMES

SF-S52



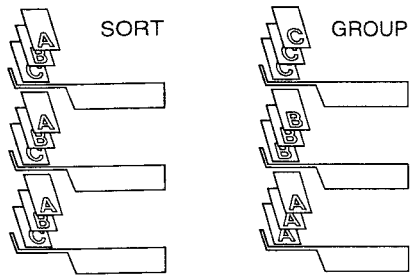
SF-S53



CAUTION

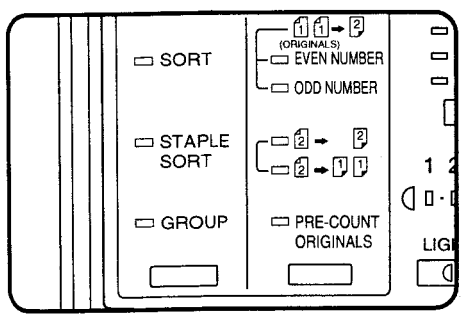
Do not put pressure on the sorter or subject it to undue force.

Using a sorter



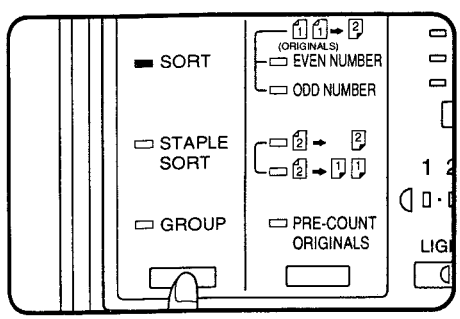
Press the SORTER key to select the desired mode.

To cancel the mode, press the SORTER key until the SORT, STAPLE SORT, and GROUP indicators all go out.



NON-SORT

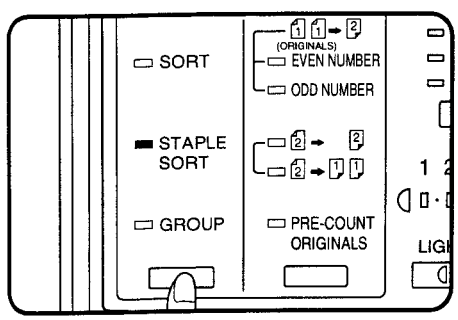
When none of the three sorter modes, SORT, STAPLE SORT or GROUP is selected, the copier is in the NON-SORT mode. In this mode, all copies will be deposited in the top bin of the sorter.
Be sure to use the NON-SORT mode when copying onto special papers such as transparency film or label stock.



SORT

Press the SORTER key to select the SORT mode.

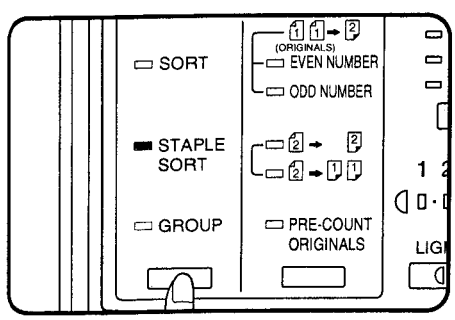
SORT is used for automatic copy collating. Copies of each original will be sequentially deposited in the sort bins.



STAPLE SORT

Press the SORTER key to select the STAPLE SORT mode.

In this mode, copies will be automatically sorted and finished sets of copies can be stapled with the manual staple key.
When used in conjunction with an optional document feeder (ADF or RADF), sorted copies will be automatically stapled.



GROUP

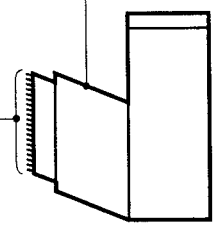
Press the SORTER key to select the GROUP mode.

In the GROUP mode, all copies of the same original will be deposited in the same bin.

SORTER CAPACITIES

SF-S52

Top bin
100 sheets in the NON-SORT mode



Sort bins
SORT mode:

Paper size	Bin capacity (max.)
A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)	35
B4 (8-1/2" x 14")	25
A3 (11" x 17")	15

STAPLE SORT mode:

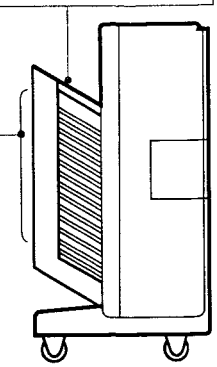
Paper size	Bin capacity (max.)
A4, A4R, B4 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14")	25
A3 (11" x 17")	15

GROUP mode:

Paper size	Bin capacity (max.)
A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)	25
B4 (8-1/2" x 14")	15
A3 (11" x 17")	10

SF-S53

Non-sort bin
250 sheets in the NON-SORT mode



Sort bins
SORT or STAPLE SORT mode:

Paper size	Bin capacity (max.)
A4, A4R (8-1/2" x 11", 8-1/2" x 11"R)	50
B4, A3 (8-1/2" x 14", 11" x 17")	25

GROUP mode:

Paper size	Bin capacity (max.)
A4, A4R (8-1/2" x 11", 8-1/2" x 11"R)	30
B4, A3 (8-1/2" x 14", 11" x 17")	25

The limits for the number of originals which can be used and the number of copies that can be set for each paper size are as follows:

SF-S52

Mode	Paper size	Max. No. of originals	Max. No. of copies to be set
NON-SORT	Min.: A6 (5-1/2" x 8-1/2") Max.: A3 (11" x 17")	–	99
SORT	A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)	35	20
	B4 (8-1/2" x 14")	25	
	A3 (11" x 17")	15	
STAPLE SORT	A4, A4R, B4 (8-1/2" x 11", 8-1/2"x11"R, 8-1/2" x 14")	25	20
	A3 (11" x 17")	15	
GROUP	A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2"x11"R)	20	25
	B4 (8-1/2" x 14")		15
	A3 (11" x 17")		10

SF-S53

Mode	Paper size	Max. No. of originals	Max. No. of copies to be set
NON-SORT	Min.: A5 (5-1/2" x 8-1/2") Max.: A3 (11" x 17")	–	99
SORT/ STAPLE SORT	A4, A4R (8-1/2" x 11", 8-1/2" x 11"R)	50	20
	B4, A3 (8-1/2" x 14", 11" x 17")	25	
GROUP	A4, A4R (8-1/2" x 11", 8-1/2" x 11"R)	20	30
	B4, A3 (8-1/2" x 14", 11" x 17")		25

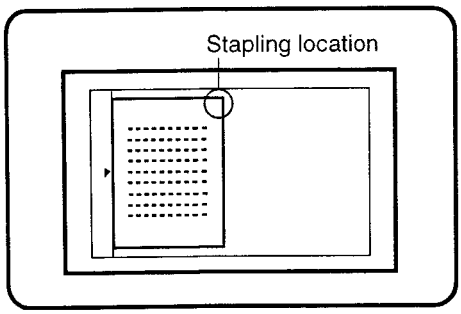
NOTES:

- If the specified number of copies is more than the maximum number of copies that can be set, the copy quantity display will change to the corresponding number in the above table in the SORT, STAPLE SORT, or GROUP mode after copying starts.
- When making single-sided copies from two-sided originals, the maximum number of originals that can be copied is half the number shown in the above table.
- Do not use special paper in the SORT, STAPLE SORT, or GROUP mode.

Staple sort

The STAPLE SORT mode staples copies of A4, A4R, B4, and A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", and 11" x 17") sizes. For other paper sizes, use the manual stapling mode. See page 64.

Using the document glass



1 **Set the original on the document glass with the corner to be stapled to the upper right.**

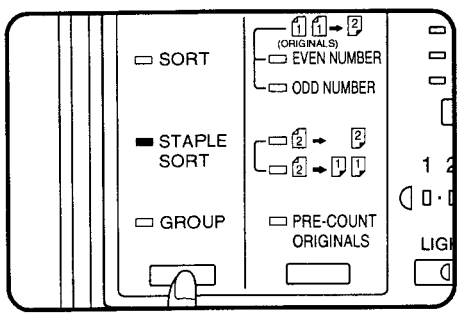
- Copy from the last page to the first page.

SF-S52

- If the number of copies to be delivered into each bin is more than 25 for A4, A4R, or B4 (8-1/2" x 11", 8-1/2" x 11"R, or 8-1/2" x 14") paper or 15 for A3 (11" x 17") paper, the copies will not be stapled.

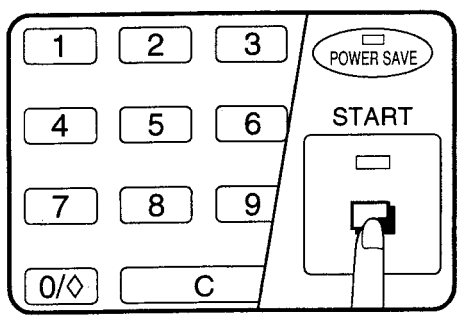
SF-S53

- If the number of copies to be delivered into each bin is more than 50 for A4 or A4R (8-1/2" x 11" or 8-1/2" x 11"R) paper or 25 for B4 or A3 (8-1/2" x 14" or 11" x 17") paper, the copies will not be stapled.



2 **Press the SORTER key to select the STAPLE SORT mode.**

- Make sure that there is no paper in any sort bin before selecting the STAPLE SORT mode.

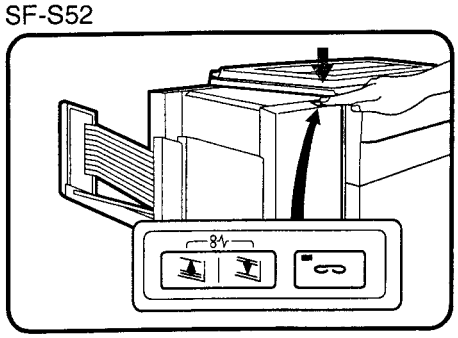


3 **Set the number of copies.**

- Up to 20 sets can be made.

4 **Press the START key.**

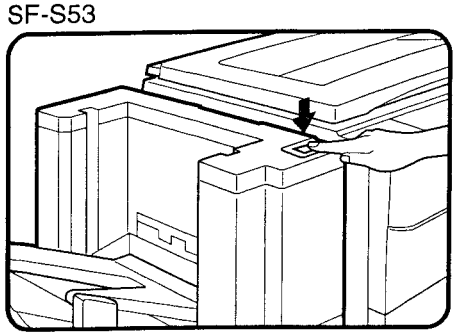
SF-S52



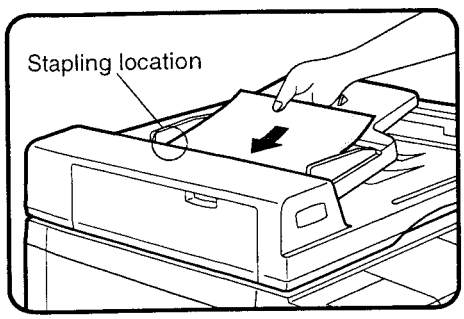
5 **When all copies are made and sorted, press the manual staple key.**

- Each set of copies will be stapled.
- Sets of copies containing copies of different width will not be stapled.

SF-S53



Using the ADF or RADF



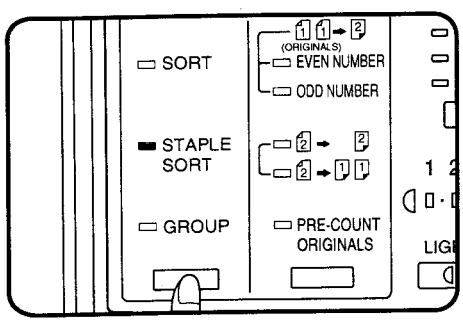
1 Set the originals in the document feeder tray face up with the stapling position in the upper left corner.

SF-S52

- If the number of copies to be delivered into each bin is more than 25 for A4, A4R, or B4 (8-1/2" x 11", 8-1/2" x 11"R, or 8-1/2" x 14") paper or 15 for A3 (11" x 17") paper, the copies will not be stapled.

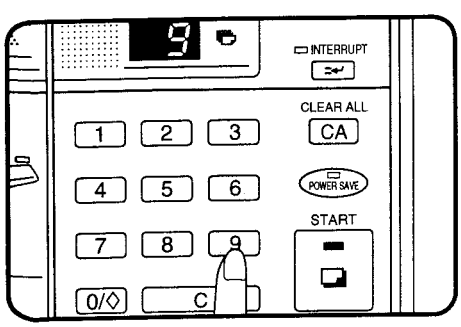
SF-S53

- If the number of copies to be delivered into each bin is more than 50 for A4 or A4R (8-1/2" x 11" or 8-1/2" x 11"R) paper or 25 for B4 or A3 (8-1/2" x 14" or 11" x 17") paper, the copies will not be stapled.



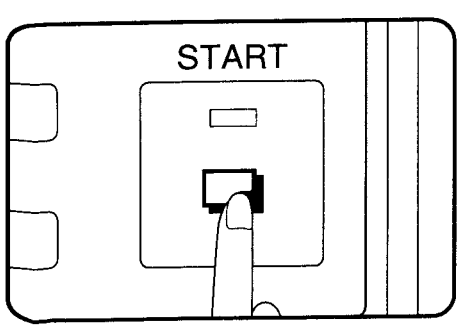
2 Press the SORTER key to select the STAPLE SORT mode.

- Make sure that there is no paper in any sort bin before selecting the STAPLE SORT mode.



3 Set the number of copies.

- Up to 20 sets can be made.



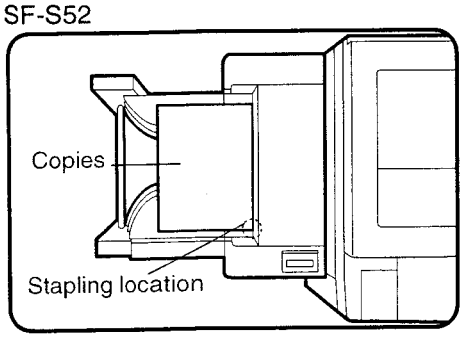
4 Press the START key.

- When copying and sorting are completed, each set of copies will be automatically stapled.
- Sets of copies containing copies of different width will not be stapled.

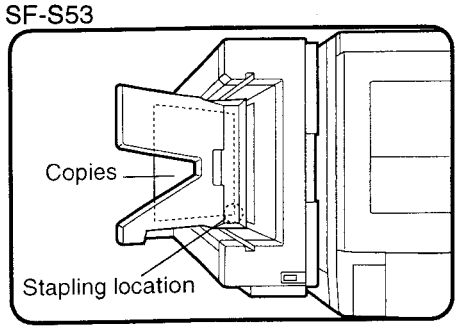
Manual Stapling

To use the stapling feature only, without using the STAPLE SORT mode, follow the procedure below.

SF-S52



SF-S53

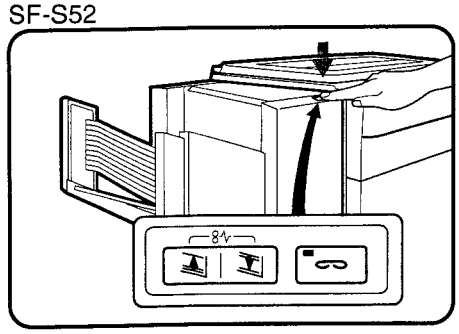


1 **Align the edges of the copies to be stapled.**

2 **Place the set of copies into the top bin (SF-S52) or the bin below the non-sort bin (SF-S53), making sure the edges are flush with the inner right corner, as shown in the figures.**

- Make sure that there is no paper in the other sort bins. If there is, the manual staple key will not light up.
- Up to 25 (SF-S52) or 50 (SF-S53) sheets of paper can be stapled together. Exceeding this maximum may result in damage to the stapler.

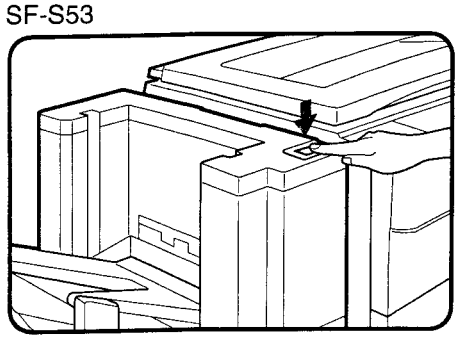
SF-S52



3 **Press the manual staple key when it lights up.**

- The set of copies will be stapled.

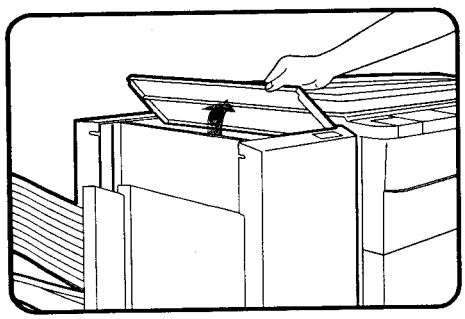
SF-S53



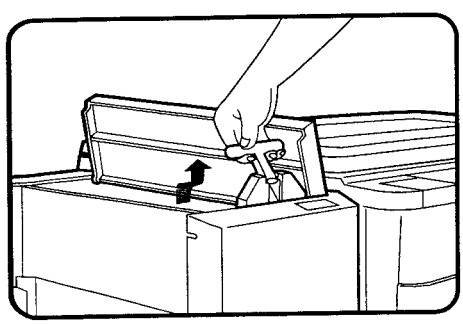
Staple cartridge replacement

The CHECK STAPLER indicator will blink when the staple cartridge is empty and the copier is in the STAPLE SORT mode. If the SF-S52 is installed, the manual staple key indicator ( ) on the staple sorter will also blink. (If the SF-S53 is installed, the manual staple key indicator will remain off.) Replace the staple cartridge as follows:

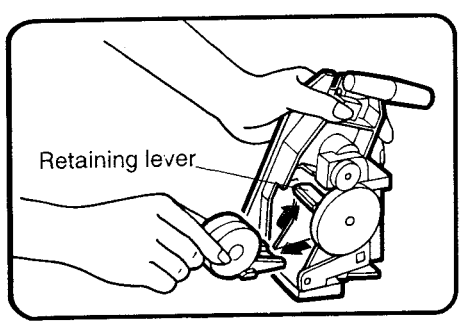
SF-S52 20-bin staple sorter



1 **Open the top cover.**

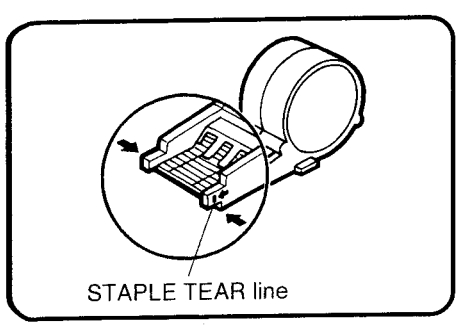


2 **Turn the stapler handle up as shown and pull out the stapler.**



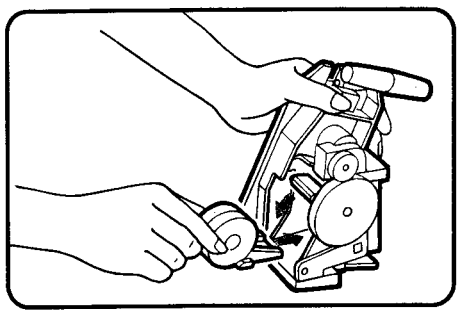
3 **Pull up the retaining lever and remove the staple cartridge from the stapler.**

- A few staples will be left in the cartridge. Remove and discard them.



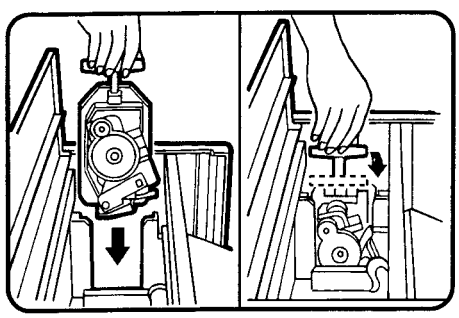
4 **Check that the first staple in a new staple cartridge is at the tip of the cartridge.**

- If the first staple is not at the tip, pull it to the tip. If any staples are protruding past the cartridge tip, tear them off at the STAPLE TEAR line and align the first staple at the tip.
- A cartridge holds 5,000 staples.



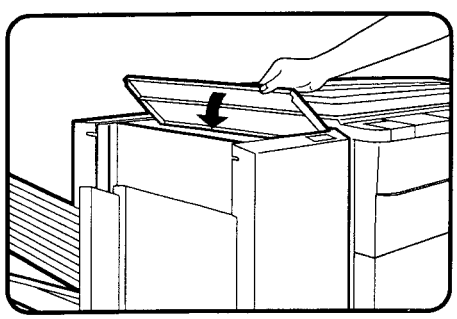
5 **Set the new staple cartridge in place.**

- Pull down the retaining lever to secure the staple cartridge.

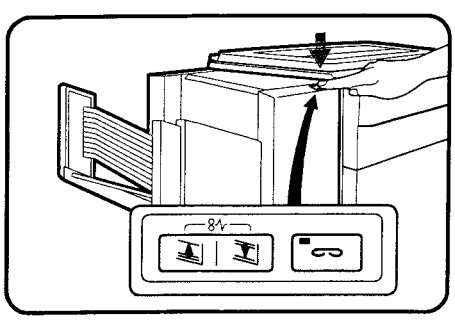


6 **Align the stapler with the groove and slide it in place.**

7 **Turn the stapler handle back down as shown.**



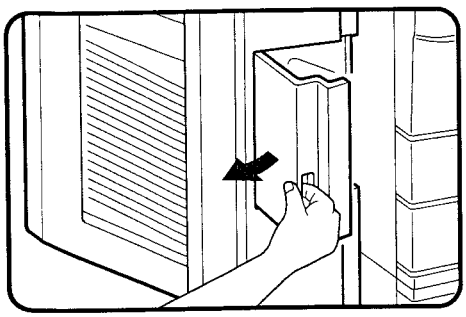
8 **Close the top cover.**



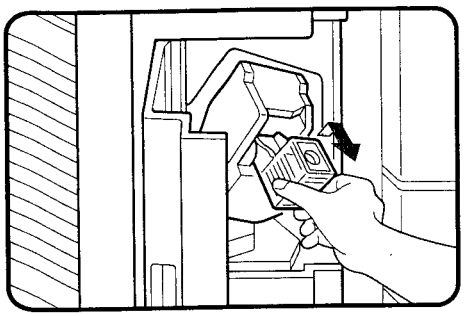
9 **Place a sheet of paper in the top bin. Press the manual staple key when it lights up.**

- Check to see whether the sheet is stapled.
  If it is not stapled, press the manual staple key again.
- If the stapler does not operate properly even after replacement, a staple may be jammed in it. See STAPLE JAM REMOVAL on page 68.
- Staples for the staple sorter are available from your Sharp dealer.

SF-S53 20-bin staple sorter

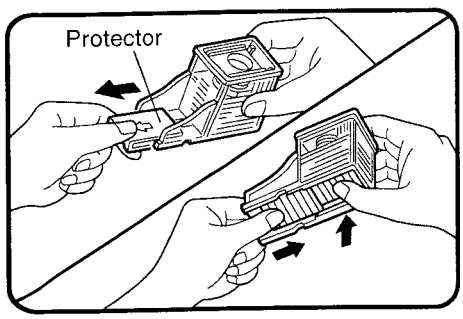


1 **Open the stapler cover.**



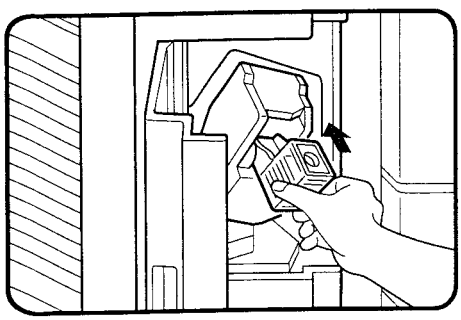
2 **Pull the empty staple cartridge up and out to remove it.**

- Do not remove the staple cartridge unless the CHECK STAPLER indicator blinks. Doing so will cause the stapler to jam.



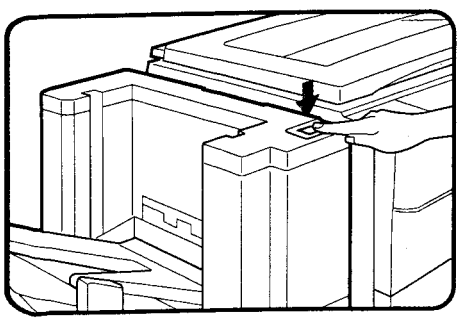
3 **Remove the protective covering from a new staple cartridge and check to ensure that the staples are all stacked within the cartridge.**

- No staples should be protruding into the staple guide. If any are protruding, push them back into the staple cartridge.
- A cartridge holds 5,000 staples.



4 **Insert the new staple cartridge into the stapler until it clicks into place.**

5 **Close the stapler cover.**



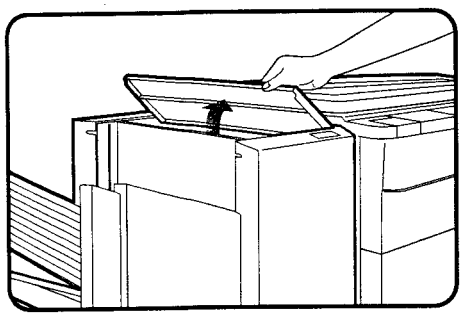
6 **Place a sheet of paper into the bin below the non-sort bin. Press the manual staple key when it lights up.**

- Check to see whether the sheet is stapled.
  If it is not stapled, press the manual staple key again.
- If the stapler does not operate properly even after replacement, a staple may be jammed in it. See page 70.
- Staples for the staple sorter are available from your Sharp dealer.

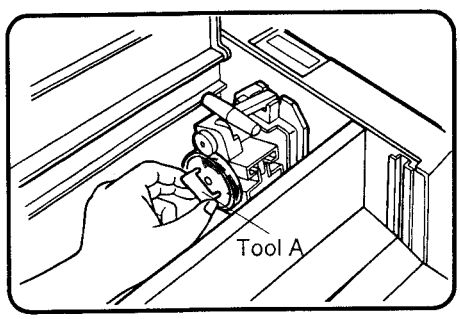
Staple jam removal

If staples become jammed in the stapler, the CHECK STAPLER indicator and the STAPLE SORT mode indicator will blink. If the SF-S52 is installed, the manual staple key indicator (⊏⊐) on the staple sorter will also blink. (If the SF-S53 is installed, the manual staple key indicator will remain off.) Remove the jammed staples in the manner described below.

SF-S52 20-bin staple sorter

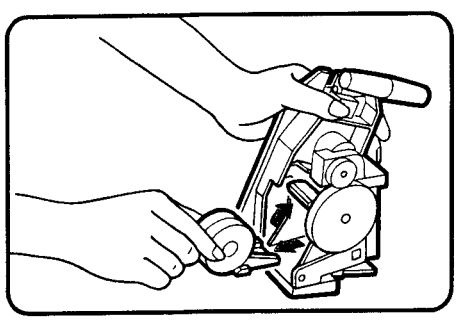


1 **Open the top cover.**

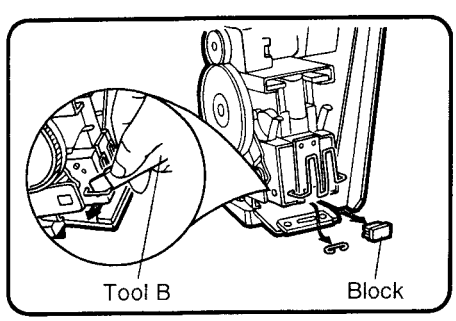


2 **Remove the stapler.**

- If the stapler is difficult to remove because of misfed paper, insert tool A into the wheel of the stapler, then turn in either direction to ease stapler removal.
- Tool A is located on the back of the top cover.



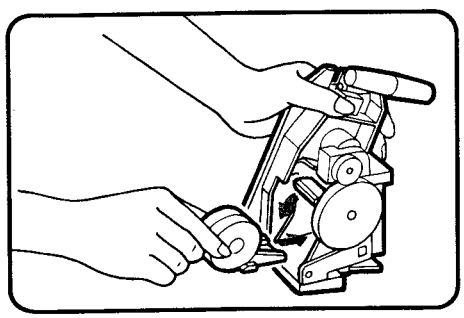
3 **Pull up the retaining lever and remove the staple cartridge from the stapler.**



4 **Using tool B, remove the retaining clip at the stapling position, remove the block at the clip, then remove the jammed staple.**

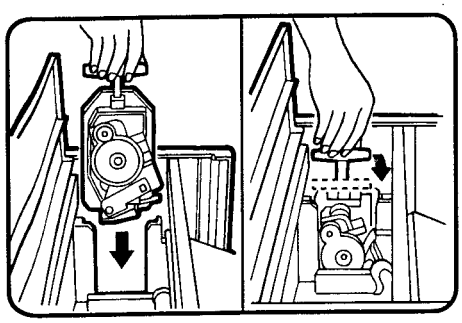
- Tool B is located on the back of the top cover.

5 **Return the block and the retaining clip to their original positions.**



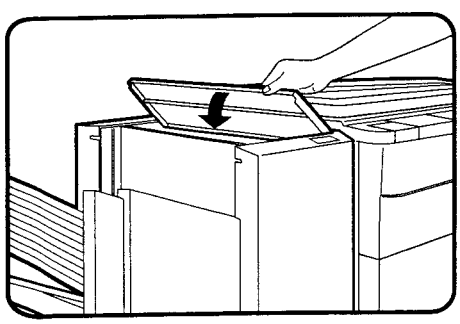
6 **Place the staple cartridge back into position.**

- Pull down the retaining lever to secure the staple cartridge.

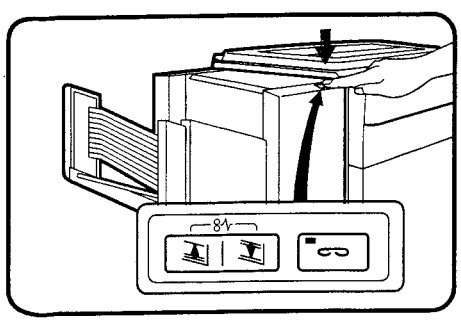


7 **Align the stapler with the groove and slide it into place.**

8 **Turn the stapler handle back down as shown.**

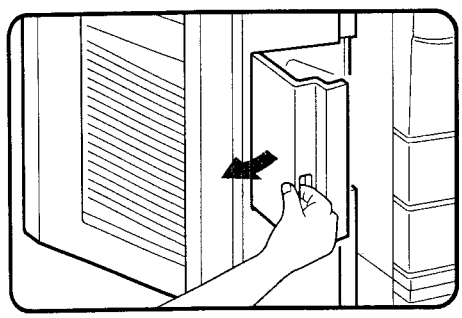


9 **Close the top cover.**

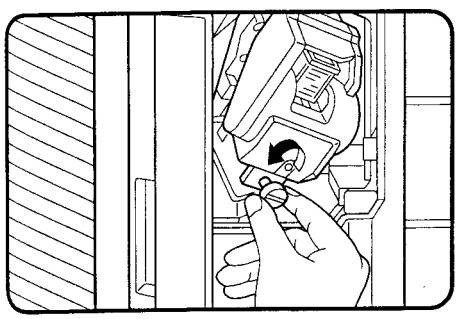


10 **Place a set of copies on the top bin and manually staple them to check whether the stapler works properly.**

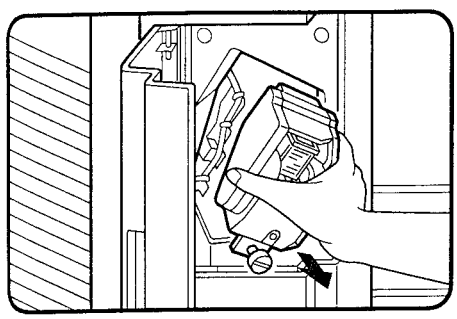
SF-S53: 20-bin staple sorter



1 **Turn off the copier and open the stapler cover.**

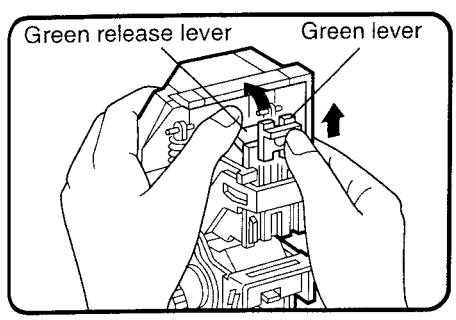


2 **Loosen the screw securing the stapler unit.**

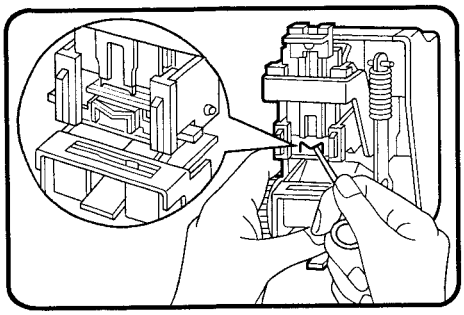


3 **Pull out the stapler unit.**

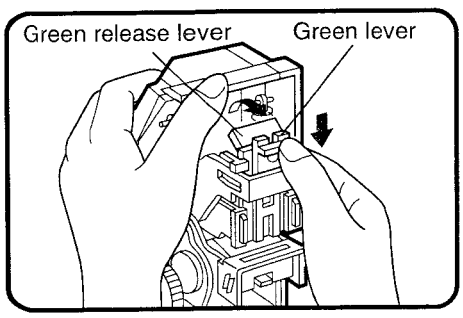
- The stapler unit is connected to the staple sorter by a cable. Use caution in handling the stapler unit so that the cable does not become damaged.



4 **Press down and hold the green release lever on top of the stapler unit and slide the green lever on the face of the stapler up to expose the jammed staple.**

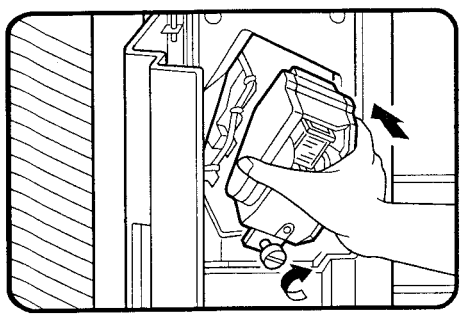


5 **Use the tool attached to the inside of the stapler cover to remove jammed staples as shown.**

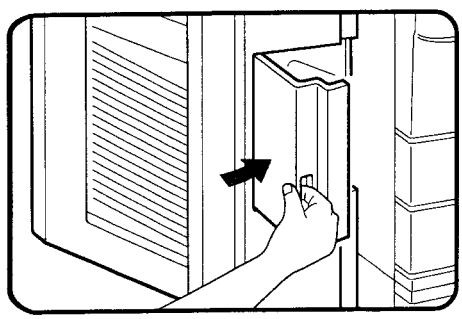


6 **Return the green lever on the face of the stapler back down into place.**
Return the green release lever on top of the stapler unit to its upright position.

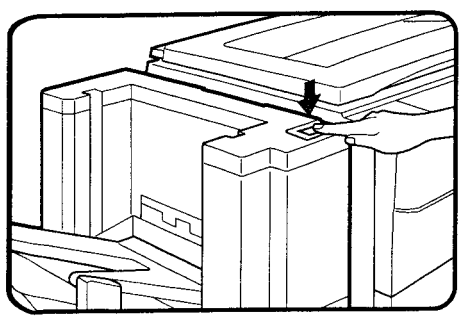
- If the levers are not returned to their original positions before the stapler unit is reinstalled, the stapler will jam again and may be damaged.



7 **Place the stapler unit back into position.**
Tighten the stapler unit securing screw.



8 **Close the stapler cover and turn on the copier.**



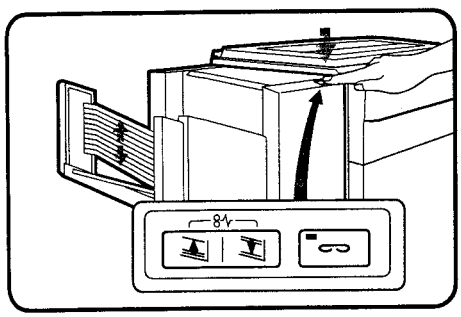
9 **Following the stapling procedure on page 64, staple a copy to check that the stapler works properly.**

- If it does not, repeat this procedure until the stapler works properly.

Misfeed removal

The copier will stop when a misfeed occurs. The misfeed ([8]) indicator will blink and blinking red misfeed location indicators will indicate the approximate misfeed location.

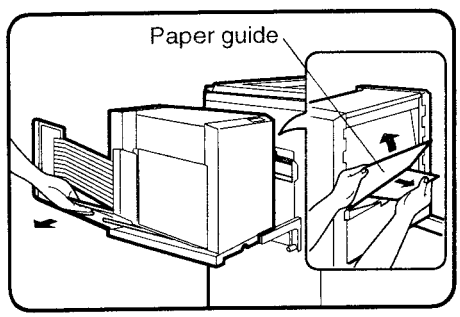
SF-S52: 20-bin staple sorter



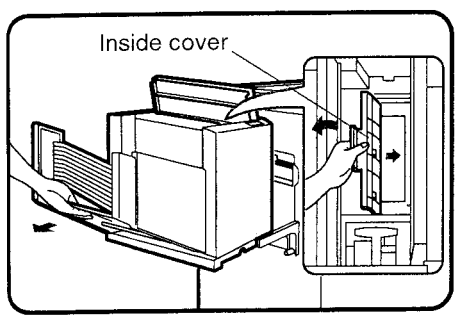
1 Remove any misfed paper from the bin area.

- If the misfed paper is in the bin area and difficult to remove, press the sort bin up/down keys to move the bins for easier removal of the misfeed.

2 Open and close the front cover to cancel the [8] indicator.

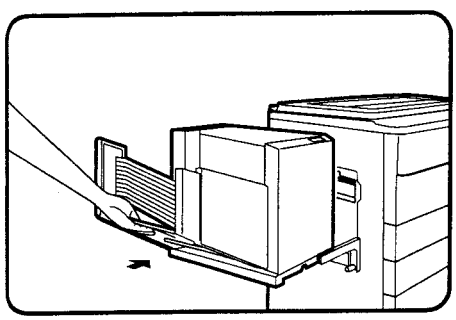


3 If there is misfed paper inside the sorter, slide the sorter carefully along the guides away from the copier, lift up the paper guide, and remove any misfed paper.



4 If the misfed paper cannot be removed even though the paper guide is lifted, open the top cover and the inside cover. Move the misfed paper to the right and lift the paper guide up to remove the paper.

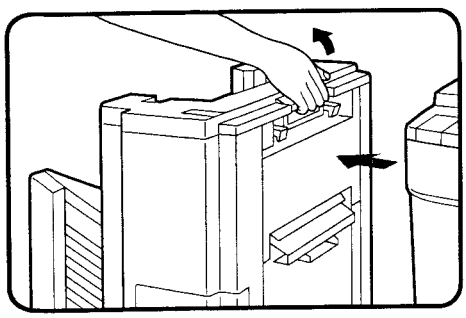
- Close the inside cover until it clicks shut.



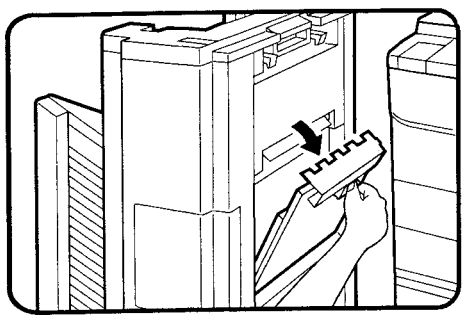
5 Close the top cover. Slide the sorter back toward the copier and latch it into place.

- Confirm that the [8] indicator has gone out.
- If the [8] indicator is still blinking, check the inside of the copier and remove any remaining misfed paper. See page 21.

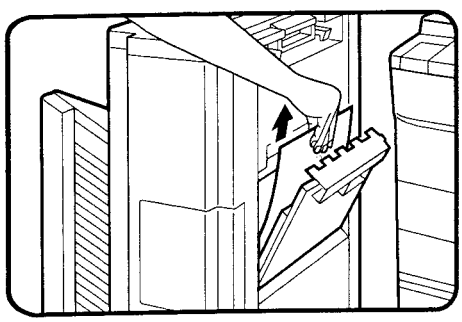
SF-S53 20-bin staple sorter



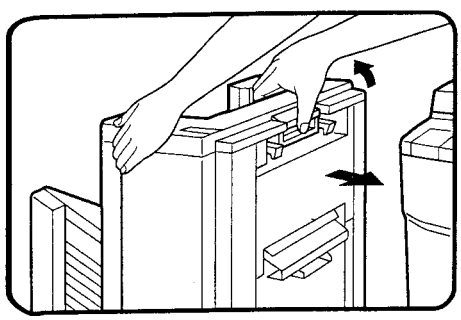
1 **While holding the sorter release lever, carefully pull the staple sorter away from the copier.**



2 **Open the paper guide.**



3 **Remove the misfed paper and return the paper guide to its original position.**



4 **While holding the sorter release lever, push the staple sorter toward the copier and latch it into place.**

- Confirm that the [8] indicator has gone out.
- If the [8] indicator is still blinking, check the inside of the copier and remove any remaining misfed paper. See page 21.

Specifications

SF-S52

No. of bins	20	
Bin capacity	NON-SORT:	100 sheets (top bin)
	SORT:	35 sheets (A5, A4, and A4R (5-1/2" x 8-1/2", 8-1/2" x 11", and 8-1/2" x 11"R))
		25 sheets (B4 (8-1/2" x 14"))
		15 sheets (A3 (11" x 17"))
	STAPLE SORT:	25 sheets (A4, A4R, and B4 (8-1/2" x 11", 8-1/2" x 11"R, and 8-1/2" x 14"))
		15 sheets (A3 (11" x17"))
	GROUP:	25 sheets (A5, A4, and A4R (5-1/2" x 8-1/2", 8-1/2 x 11", and 8-1/2" x 11"R))
		15 sheets (B4 (8-1/2" x 14"))
		10 sheets (A3 (11" x 17"))
Paper size	Top bin:	Max. A3 (11" x 17")
		Min. A6 (5-1/2" x 8-1/2")
	Sort bins:	Max. A3 (11" x 17")
		Min. A5 (5-1/2" x 8-1/2")
Stapling capacity	25 sheets (80 g/m² (21 lbs.))	
Power supply	Drawn from the copier	
Weight	Approx. 20.3 kg (44.8 lbs.)	
Dimensions	470 mm (W) x 530 mm (D) x 405 mm (H) (18-33/64" (W) x 20-7/8" (D) x 15-61/64" (H))	

SF-S53

No. of bins	21 (Non-sort bin + 20 sort bins)	
Bin capacity	NON-SORT:	250 sheets for non-sort bin
	SORT/STAPLE SORT:	
		50 sheets (A4 and A4R (8-1/2" x 11" and 8-1/2" x 11"R))
		25 sheets (B4 and A3 (8-1/2" x 14" and 11" x 17"))
	GROUP:	30 sheets (A4 and A4R (8-1/2" x 11" and 8-1/2" x 11"R))
		25 sheets (B4 and A3 (8-1/2" x 14" and 11" x 17"))
Paper size	Non-sort bin:	Max. A3 (11" x 17")
		Min. A5 (5-1/2" x 8-1/2")
	Sort bins:	Max. A3 (11" x 17")
		Min. A4 (8-1/2" x 11")
Stapling capacity	50 sheets (80 g/m² (21 lbs.))	
Power supply	Drawn from the copier	
Weight	Approx. 42.1 kg (93 lbs.)	
Dimensions	475 mm (W) x 597 mm (D) x 995 mm (H) (18-45/64"(W) x 23-33/64"(D) x 39-3/64"(H))	

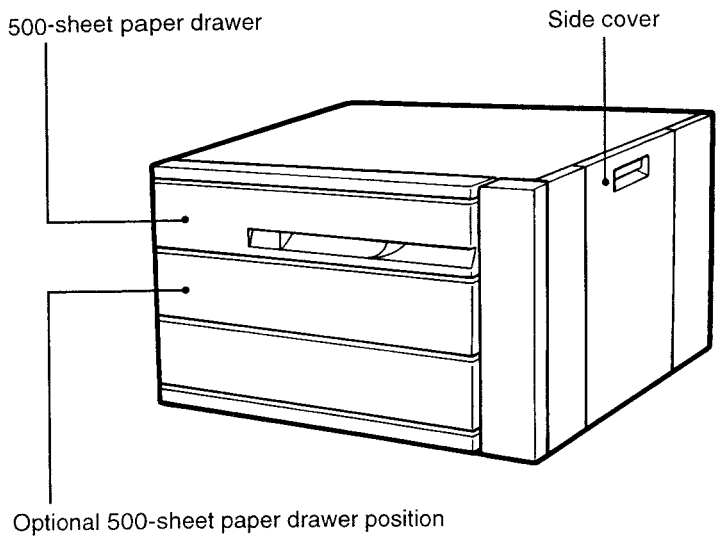
Specifications are subject to change for improvement without notice.

STAND/500-SHEET PAPER DRAWER (SF-D20)
STAND/1000-SHEET PAPER DRAWER (SF-D21)

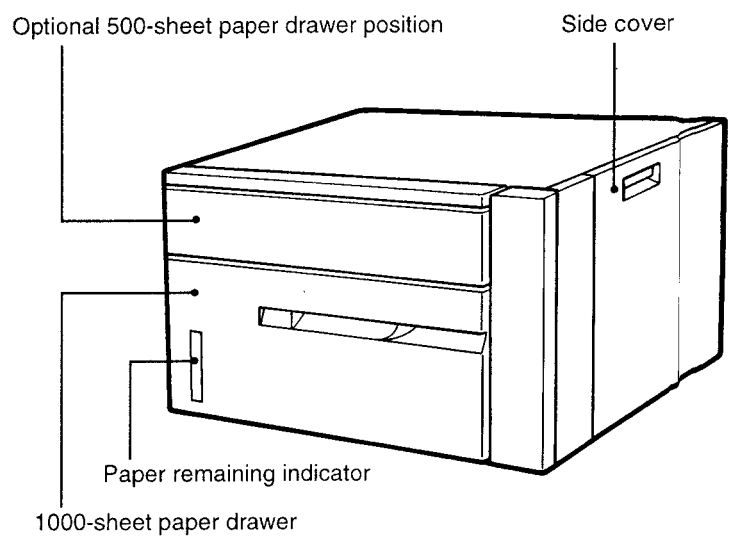
These optional stands with paper trays provide the convenience of increased paper capacity for the copier and make a choice of paper sizes readily available for copying. Even greater paper capacity and size flexibility are available when the stands are equipped with an optional auxiliary 500-sheet paper drawer (SF-CM11).
The SF-D20 is available with a 500-sheet paper drawer alone or with an optional auxiliary 500-sheet paper drawer for the additional flexibility of two feeds with a total capacity of 1,000 sheets.
The SF-D21 is available with a 1000-sheet paper drawer alone or in combination with an optional auxiliary 500-sheet paper drawer for a total capacity of 1,500 sheets.

PART NAMES

SF-D20



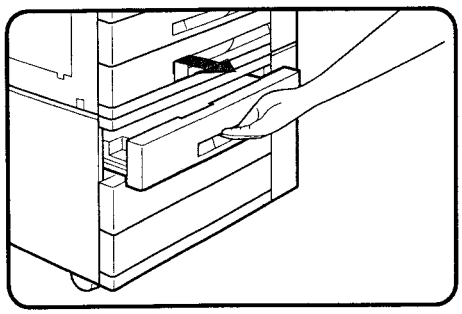
SF-D21



Loading copy paper

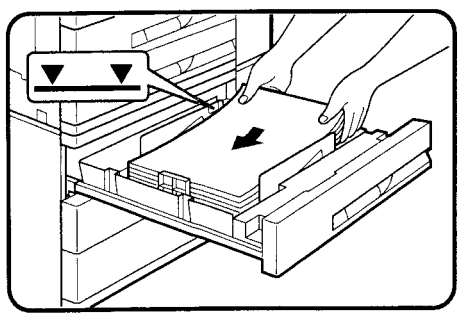
The size of the copy paper for the paper tray will be set by Sharp service personnel according to your request when you purchase the copier. If a different paper size setting is required, contact your authorised Sharp Service Centre.

- SF-D20
  The 500-sheet paper drawer is available in four different paper sizes: A4, A4R, B4, and A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", and 11" x 17").
- SF-D21
  The 1000-sheet paper drawer is available in three different paper sizes: A4, A4R, B4 (8-1/2" x 11", 8-1/2" x 11"R, and 8-1/2" x 14").



Stand/500-sheet paper drawer (SF-D20)

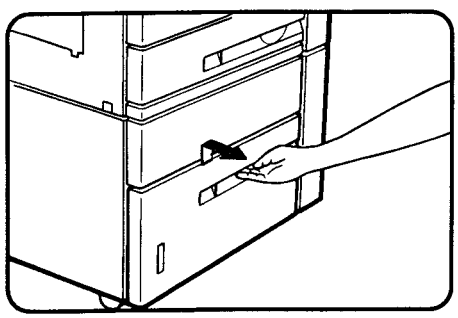
1 **Gently lift and pull out the 500-sheet paper drawer.**



2 **Fan the copy paper and insert it in the paper drawer.**

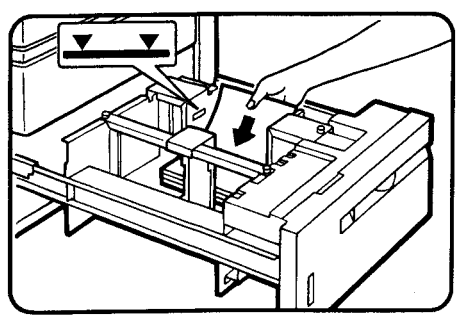
- The 500-sheet paper drawer holds up to 500 sheets of paper.
- Do not load paper above the maximum height line.

3 **Push the paper drawer firmly back into the copier.**



Stand/1000-sheet paper drawer (SF-D21)

1 **Pull out the 1000-sheet paper drawer.**



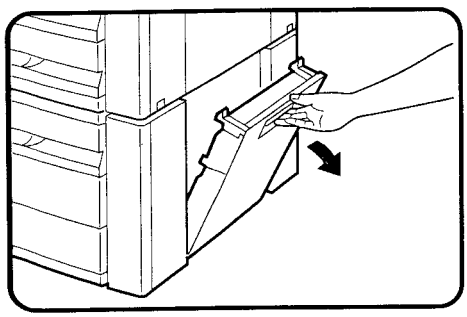
2 **Fan the copy paper and insert it in the paper drawer.**

- The 1000-sheet paper drawer holds up to 1,000 sheets of paper.
- Do not load paper above the maximum height line.

3 **Push the paper drawer firmly back into the copier.**

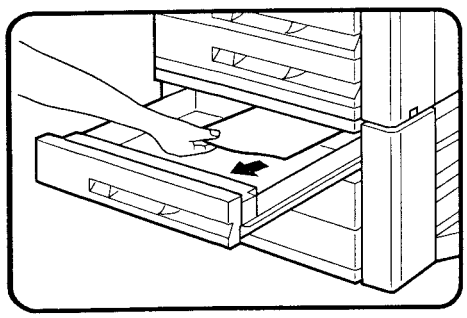
Misfeed removal

The copier will stop when a misfeed occurs. The misfeed ([8]) indicator will blink and blinking red misfeed location indicators will indicate the approximate misfeed location.



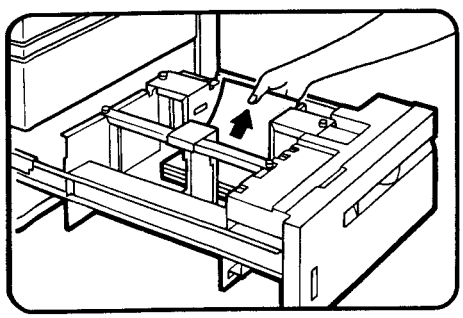
1 **Open the side cover and remove any misfed paper.**

- Be sure to perform this step before pulling out either of the paper drawers. If not, the paper may be torn as a drawer is opened.
- Be sure not to tear the misfed paper during removal.

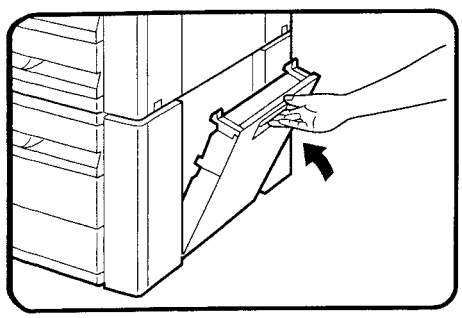


2 **Gently lift and pull out the paper drawer. Remove any misfed paper.**

⇦ STAND/500-SHEET PAPER DRAWER (SF-D20)



⇦ STAND/1000-SHEET PAPER DRAWER (SF-D21)



3 **Close the paper drawer and the side cover.**

- Confirm that the [8] indicator has gone out.

Specifications

SF-D20

Paper size	A4 to A3 (8-1/2" x 11" to 11" x 17")
Paper capacity	500 sheets of paper Total of 1,000 sheets of paper with an optional 500-sheet paper drawer installed
Weight	Approx. 27.2 kg (60 lbs.)
Dimensions	600 mm (W) x 625 mm (D) x 451 mm (H) (23-5/8" (W) x 24-39/64" (D) x 17-49/64" (H))

SF-D21

Paper size	A4 to B4 (8-1/2" x 11" to 8-1/2" x 14")
Paper capacity	1,000 sheets of paper Total of 1,500 sheets of paper with an optional 500-sheet paper drawer installed
Weight	Approx. 33.2 kg (73.2 lbs.)
Dimensions	600 mm (W) x 625 mm (D) x 451 mm (H) (23-5/8" (W) x 24-39/64"(D) x 17-49/64" (H))

Specifications are subject to change for improvement without notice.

Required in IEC-950 (EN 60 950) - Europe

- The equipment should be installed near an accessible socket outlet for easy disconnection.

Required in Appendix ZB of BS 7002 (En 60 950) — United Kingdom

MAINS PLUG WIRING INSTRUCTIONS

The mains lead of this equipment is already fitted with a mains plug which is either a non-rewireable (moulded) or a rewireable type. Should the fuse need to be replaced, a BSI or ASTA approved fuse to BS1362 marked or and of the same rating as the one removed from the plug must be used.

Always refit the fuse cover after replacing the fuse on the moulded plug. Never use the plug without the fuse cover fitted.

In the unlikely event of the socket outlet in your home not being compatible with the plug supplied either cut-off the moulded plug (if this type is fitted) or remove by undoing the screws if a rewireable plug is fitted and fit an appropriate type observing the wiring code below.

DANGER: The fuse should be removed from the cut-off plug and the plug destroyed immediately and disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted elsewhere into a 13A socket outlet as a serious electric shock may occur.

To fit an appropriate plug to the mains lead, follow the instructions below:

IMPORTANT: The wires in this mains lead are coloured in accordance with the following code:

GREEN-AND-YELLOW:	**Earth**
BLUE:	**Neutral**
BROWN:	**Live**

As the colours of the wires in this mains lead may not correspond with coloured markings identifying the terminals in your plug, proceed as follows:

The wire which is coloured **GREEN-AND YELLOW** must be connected to the terminal in the plug which is marked with the letter **E**, or by the safety earth symbol ⏚ , or coloured green or green-and-yellow.

The wire which is coloured **BLUE** must be connected to the terminal which is marked with the letter **N** or coloured black.

The wire which is coloured **BROWN** must be connected to the terminal which is marked with the letter **L** or coloured red.

If you have any doubt, consult a qualified electrician.

WARNING: THIS APPARATUS MUST BE EARTHED.

SHARP CORPORATION

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